
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6302	SPAHRs PR Generate SAAS/ Accounting Distribution	Revision Date: 01/05/2015
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Table of Contents

Objective.....	4
Outcome.....	4
Overview.....	4
System Edits and Validations.....	5
MAGIC Payroll Interface.....	5
Approvals.....	6
Menus.....	6
Generate SAAS – Set Up Accounting Distributions.....	7
Default Accounting Distribution.....	7
Override Accounting Distribution.....	8
SPAHRS Validation Tables.....	8
Summary.....	9
Maintain Gen SAAS Tables Menu.....	9
SPAHRS Validation Tables.....	9
Browse SPAHRS Validation Table.....	11
User Expansion Tables.....	12
Browse User Expansion Tables.....	14
Maintain Default Accounting Distribution.....	15
Position Default Accounting Distribution.....	15
Maintain WIN Account Distribution.....	19
Browse WIN Default Distribution.....	22
Position Default Account Dist./w user Fields.....	23
Gen SAAS Browse Menu.....	25
Employee Position Account Distribution.....	25
Browse Position Default Account Distribution.....	28
Employee Position Acct Dist By RUN NUMBER.....	29
Browse Journal Entry/Encumbrance.....	31
Browse Journal Entry/Encumbrance Errors.....	33
Browse SPAHRS Documents.....	35
Browse SPAHRS Entries by Payroll Run Number.....	38
Browse Journal Entry/Encumbrances – (CR/MCA).....	40
Browse Journal Entry/Encumbrance–(CR, MCA) Error.....	42
Employee Position Account Distribution by Reallocation Run Number.....	44
On-Line Submit of Batch Programs.....	46
Generate SAAS Reports.....	48
SAAS On-line Batch Status.....	50
Cash Position.....	51
Rollover Tables.....	51
Cost Reallocation/Mass Change and Travel Cost Reallocation/Mass Change.....	52
Steps to Cost Reallocation/Mass Change Process.....	53
Cost Reallocation / Mass Change Menu.....	53
Maintain MCA/CRA Status for Payroll.....	54
Cost Reallocation by Hours.....	56
Cost Reallocation by Percentage.....	58
Request Cost Reallocation Preliminary.....	60
Browse Cost Reallocation Distributions Screen.....	61
Mass Change.....	63

Mass Change Before Posting.....	63
Mass Change after Posting	65
Browse Mass Change Distributions.....	66
Browse MCA/CRA Status.....	67
Steps to Travel Cost Reallocation/Mass Change Process.....	68
Travel Cost Reallocation/Mass Change Menus.....	68
Maintain Travel MCA/CRA Status	68
Travel Cost Reallocation by Percentage	71
Travel Mass Change.....	73
Travel Mass Change Before Posting.....	74
Travel Mass Change After Posting.....	75
Browse Travel Cost Reallocation Distributions	77
Browse Travel Mass Change Distributions.....	78
Travel Browse MCA/CRA Status.....	80

Objective

Develop an understanding of how SPAHRS accumulates charges for each PIN or WIN, summarizes these charges by accounting distribution, and transmits accounting transactions to SAAS/MAGIC.

Outcome

The ability to initiate the process of SAAS/MAGIC transactions related to payroll programs.

Overview

The Generate SAAS (GenSAAS) process of SPAHRS interfaces with SAAS/MAGIC to validate account codes, to edit against budget and cash availability and to generate SAAS/MAGIC accounting transactions.

KEY CONCEPTS	DESCRIPTION
Default Accounting Distribution	The accounting structure to which an employee's pay is charged. Contains the entire SAAS/MAGIC coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object); the SPAHRS program number; a funding source field; and three optional agency fields.
Funding Source (FS)	Indicates the source of funding. Key values are F for Federal, G for General and O for Other.
Multiple Accounting Lines	Employees/workers can be paid from multiple accounting distributions. For example, SPAHRS will allow payroll to be paid from up to 35 multiple funds.
Rollover	The Default Accounting Distribution can be rolled over to the next fiscal year by entering a date after June 30 of the current fiscal year in the End Date field.
SPAHRS Program Number	The State Personnel Board (SPB) program number(s) assigned to that employee's PIN.
SAAS/MAGIC Validations	The accounting code information is verified by SAAS/MAGIC; therefore, each online agency's coding structure must be the same as its SAAS/MAGIC coding block.
SPAHRS Validation Codes	Agencies can set up these codes for use in the Agency 1, Agency 2, and Agency 3 fields in the default accounting distribution. In this manner, payroll costs can be distributed using codes that relate to an offline agency's internal accounting systems.

KEY CONCEPTS	DESCRIPTION
Agency Fields	Three optional agency fields are available for use by an agency to record additional information for payroll. These fields are defined by the agency using the SPAHRS Validation Table.
Last Distributed Date	This is the last date that a transaction processed against this Position Default Accounting Distribution. Provides a record so that the transaction can be identified in the browse screens if necessary.
User Defined Fields	This distribution is a short code (Abbreviated Accounting Distribution) that can be set up on the User Expansion Table and when it is entered, it will expand to the full accounting distribution.
Mass Change	A mass change can be made to the accounting distribution for a group of positions or an entire agency to change the way costs are charged. May be done before or after a payroll is run.
Reallocations	Payroll costs can be calculated based on the default accounting distributions and then reallocated to the appropriate accounting codes after the fact.

System Edits and Validations

MAGIC Payroll Interface

On July 1, 2014, the State of MS switched from the Statewide Automated Accounting System (SAAS) to the MAGIC accounting system. However, all SPAHRS accounting transactions are created using SAAS accounting structures. SAAS tables, used to define account coding structures, are still accessed through SAAS and must be populated prior to use in SPAHRS. Edits in SPAHRS will look at these tables to verify the accounting codes entered are valid in SAAS.

A crosswalk table has been created in Magic that converts SAAS accounting entries into the correct Magic accounting entries to edit against fund availability, budget authority, etc. SAAS entries into this crosswalk table are added by MMRS Magic staff. They must be entered and assigned the corresponding Magic entry prior to running a preliminary payroll.

Numerous edits and validations exist in the system. There are tables containing data against which the system validates the payroll information as well as SAAS/MAGIC edits and other system edits. For example, if a **G** is entered in the Funding Sources field, the system will only allow a 2000 fund to be entered in the Fund field. Any SAAS/MAGIC agency code that is entered on the default accounting distribution will be validated against SAAS/MAGIC. Generate SAAS also verifies the start and end dates of the accounting distribution to ensure they correspond to those existing in SAAS/MAGIC. Another edit is the program number, which must be the same as the program number entered in the Agency process of SPAHRS. All values

entered in the optional agency fields and other allowed fields will be validated against the SPAHRS Validation Table. These edits occur throughout the Generate SAAS process.

Approvals

When a default accounting distribution has been entered, it must be approved before it can be used. The agency has the only level of authority required for approving the default accounting distribution. Two other transactions that require approvals are the Mass Change After Posting and the Cost Reallocation.

Menus

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.

```

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2012
PHIMAINU PHIMAINM Payment Menu 10:13 AM

Code Description FastPath
CP Calculate Pay CALC
GS Generate SAAS Transactions SAAS
RD Remit Taxes and Deductions Menu REMD
DP Distribute Pay DISP
PA Approve/Release Pay RPAY
FT File Tax Reports FIAX
AP Adjust Pay ADJP
PT Earnings, Tax, and Deduction Tables ETDT
OT Other Payroll Tables PAYT
PR Payroll Reports

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.

Code	Description	FastPath
MT	Maintain Gen SAAS Tables Menu	GSTM
MD	Maintain Default Acct Dist Menu	DADM
BM	Gen SAAS Browse Menu	BRMN
BS	On-Line Submit of Batch Programs	GSSB
SB	SAAS On-Line Batch Status	BTST
CP	Cash Position	CASH
RT	Rollover Tables	ROLL
R1	Generate SAAS Reports	GSRP
CM	Cost Reallocation / Mass Change Menu	
TC	Travel Cost Reallocation / Mass Change Menu	TCRMC

Code: _____

Direct Command: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11---PF12---
 Help Main End Quit

Your Action ...	System Response ...
3. Choose the two-character code for the option selected and press ENTER.	The selected screen or menu will be displayed.

Generate SAAS – Set Up Accounting Distributions

Default Accounting Distribution

A Default Accounting Distribution must be established for each PIN/employee and WIN/worker in SPAHRS; if no default distributions have been established, payroll cannot be generated. The Default Accounting Distribution is tied to the Position or the WIN, NOT to the employee or worker. This accounting distribution directs the system to the appropriate records to charge payroll costs. The default accounting distribution contains the entire SAAS/MAGIC coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object); the SPAHRS program number (same as the SPB number); a funding source field; and three optional agency fields that are defined by the agency for its specific use as needed. A Position or WIN may have multiple accounting lines to its accounting distribution; however, the total of those lines must be 100% in the percentage distribution field. Each percentage distribution may have up to two decimal places (e.g., 50.25%).

Agencies are required to use the same data in the Default Accounting Distribution as is used in their SAAS/MAGIC coding structure because it will be validated by SAAS/MAGIC. They may, however, use the three optional agency fields to capture additional accounting data if desired. All agencies will use the SAAS/MAGIC Fund, Program Number, and Funding Source fields.

A maximum of thirty-five accounting lines can be entered on a default accounting distribution. The accounting distributions are set up by budget fiscal year so that the proper accounting is recorded on the correct budget year for that payroll period even if the PIN or its funding sources change from one year to the next. Also, if a retroactive change is made for a default accounting distribution, the change is recorded in the current period, the employee's data is distributed in

the current month, but the system notes the payroll reporting period for which the adjustment is being made. This process allows reports to be generated for that payroll accounting period showing that a change was made impacting that payroll and the date on which the change was made. When multiple defaults have been established for an employee, SPAHRS will use the last approved default applicable to that pay period.

There are several mechanisms in the Generate SAAS process that assist agencies in limiting the amount of data entry required to set up these default accounting distributions in SPAHRS. First, there is a copy and paste mechanism that can be used for employees/workers having the same accounting distribution; the information can be copied over with only the PIN/WIN having to be changed. Another mechanism in the system allows the default accounting distributions to rollover to the next fiscal year. This rollover capability is done by entering a date after June 30 of the current year in the End Date field or by entering a future end date to enable the default accounting distribution to rollover for several years.

Override Accounting Distribution

The override accounting distribution feature of Report Time is used when an employee has worked on a project or activity that has a different accounting distribution from that recorded for his or her regular work schedule and the payroll costs for that time period need to be charged accordingly. Another reason for an employee to use the override distribution feature is to report any overtime for the actual activity for which that overtime was worked.

To change or override a distribution, the user must access the time sheet, enter a **M**odify action, place the cursor on the selected hours to be overridden, and press F6 to access the Maintain Override Distribution screen. There are two panels of information for this screen. The user then enters the desired accounting distribution, earnings codes and hours worked for a specified time period. This override accounting distribution will take precedence over the default distribution for the specified time. If the override distribution does not total 100% of the time, the time for that specific record will be pro-rated according to the override with the balance being pro-rated based on the default distribution. SPAHRS will reject a transaction if the total hours for the earnings code on the override exceed the total number of hours reported for that earnings code.

There is a browse indicator on the bottom of the Enter Time screen that displays the overrides that have been entered for that specific employee. A **Y** action must be entered to access the browse. When an employee is separated via the (HR) Separate Employee within PIN screen (**EM/EP/SE**), the agency's timekeeper must make sure the timesheet (**RT/ET**) and any associated override distributions (**RT/OD**) have been cleared for any days after the separation. Refer to training material "6324 SPAHRS Report Time - Time Entry" for additional information related to timesheet entry.

SPAHRS Validation Tables

The SPAHRS Validation Table records the fields and their values, to be used in the default accounting distribution outside of SAAS/MAGIC. Agencies use this table to record the values of the optional agency fields, if needed. The fields that can be used include the three agency fields only.

Each agency must enter the fields to be used in the Validation Table with their values and a short description. SPAHRS then uses the data entered in this table to verify the codes used in the default accounting distributions and override distributions when payroll is run to ensure they

are valid. SPAHRS will reject any codes that are not valid for the appropriate fields in SAAS/MAGIC, the SPAHRS Validation Tables, or the SPAHRS User Expansion Tables. The information entered in these tables will roll over to the next fiscal year if the End Date is set after June 30 of the current budget year.

A browse screen entitled Browse SPAHRS Validation Table displays the codes and associated values and descriptions, as well as the start and end dates, that have been entered by a SPAHRS agency in the Validation Table.

Summary

Each code entered into an accounting distribution must be established in SPAHRS or SAAS/MAGIC as a valid code.

An accounting distribution must be recorded per budget year for each PIN/WIN prior to payroll processing.

User Expansion tables can be used for multiple lines of coding for reporting time.

A final payroll run will not process if journal voucher errors are detected.

The rollover process must utilize records with an ending date beyond the budget year end date from which the rollover will be copied.

Maintain Gen SAAS Tables Menu

This section of Generate SAAS Transactions deals with the defining codes for which payroll validation.

SPAHRS Validation Tables

Each code entered into a default accounting distribution or an override accounting distribution must first be established in SPAHRS or SAAS/MAGIC as a valid code. SAAS/MAGIC codes are validated by SAAS/MAGIC. The three Agency fields on the accounting distribution may be to create agency specific codes that are not located in SAAS/MAGIC. These codes are validated in SPAHRS.

To establish the additional accounting distribution codes to be used (that are not SAAS/MAGIC codes), agencies must set up SPAHRS Validation Tables establishing each code with its value and a short description, budget fiscal year, and start and end date.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MT (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Gen SAAS Tables Menu will appear.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2012
PHIMAINU PHIMAINM Maintain Gen SAAS Tables Menu 12:03 PM

Code Description FastPath
VT SPAHRS Validation Tables VALT
VB Browse Spahrs Validation Table BVAL
UE User Expansion Tables USET
BE Browse User Expansion Tables BUSE
C1 Maintain SAAS Account Numbers used by GENSAAS MACT
C2 Maintain GENSAAS key Dates MDAT
C3 Maintain GENSAAS Control numbers MCNN

Code: ==

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Choose VT (SPAHRS Validation Tables) from the Maintain Gen SAAS Tables Menu and press ENTER.	The SPAHRS Validation Tables screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2012
PHPSMT1D PHPSMT1M SPAHRS Validation Tables 12:24 PM

*Action: = (A,C,D,M,N,P)

*Agency: _____ Budget Fiscal Year: _____

*Name: _____
Value: _____

Start Date: __ __ ____ End Date: __ __ ____

Short Desc: _____

Desc: _____
_____
_____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>5. Choose Add or Modify and enter the following information:</p> <p>*Agency: Enter the agency code xxxx. Budget Fiscal Year: Enter the budget fiscal year. *Name: Enter the established code for the accounting distribution coding block being entered. Value: Enter the value associated with this portion of the coding block (program, source, fund, or activity).</p>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p>Start Date: MM DD YYYY. This date can be a past, current, or future date. End Date: MM DD YYYY. This date can exceed the end of the fiscal year. Short Desc: Enter a short description for the code. Desc: Enter a description of the accounting activity or sufficient information to trace this code back to the agency's internal accounting system.</p>	
8. Press ENTER.	<p>The validation code will have been entered and the following message will be displayed:</p> <p>Account Validation xxxx-yyyy-code added/modified successfully.</p>

Browse SPAHRS Validation Table

This table lists field name codes, values, descriptions, start and end dates for a specified agency, and budget fiscal year. A validation table entry can be modified from this browse screen. The system will store as M (modify) in the Action field and highlight only the fields that can be modified.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MT (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Gen SAAS Tables Menu will appear.

Your Action ...	System Response ...
4. Choose VB (Browse SPAHRS Validation Table) from the Maintain Gen SAAS Tables Menu and press ENTER. Selection criterion includes Agency, Budget/Fiscal Year, Code and Value.	The Browse SPAHRS Validation Table screen will appear. Information is displayed by Field Name Code, Field Value, Short Description, State Date and End Date.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			04/10/2012
PHPSMT2B	PHPSMT2M	Browse SPAHRS Validation Table			12:19 PM
Actions: (D,M)					
Action	Field Name Code	Field Value	Short Description	Start Date	End Date

Agency: ____ Budget/Fiscal Year: 0__ Code: _____ Value: _____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Quit					

Your Action ...	System Response ...
5. Choose Display or Modify in the action field of the record to be viewed and press ENTER.	The SPAHRS Validation Tables screen will appear.

User Expansion Tables

The Maintain User Expansion Tables screen is used to enter user defined fields and the related accounting distribution for the field to simplify the accounting codes used in reporting time. Once a user field is established, the agency may enter it into the default accounting distribution and the User Expansion Table will expand the user field into the full accounting distribution. This process eliminates the need for employees to enter multiple lines of coding for reporting time. All fields used on the table must be valid SAAS/MAGIC codes or established on the SPAHRS validation table.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p> <p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code if applicable.</p> <p>*Project Number: Enter the eight-digit project number if applicable.</p> <p>*Loc: Enter the location code if desired.</p> <p>Sb Obj: Enter the two digit sub-object code if applicable.</p> <p>*Agcy -1, Agcy -2, Agcy -3: Enter an agency-defined code in any or all fields if desired.</p> <p>Percent Dist: Enter the percentage of the cost to be posted to the codes defined on this line. Enter additional accounting lines if necessary.</p> <p>The total must equal 100%.</p>	
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>User Expansion Table AAAA-YYYY-XXXXXX added successfully</p>

Browse User Expansion Tables

The Browse User Expansion Tables screen is used to view a listing of the user fields by Agency.

Your Action ...	System Response ...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose MT (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The Maintain Gen SAAS Tables Menu will appear.</p>
<p>4. Choose BE (Browse User Expansion Tables) from the Maintain Gen SAAS Tables Menu and press ENTER.</p>	<p>The Browse User Expansion Tables screen will appear.</p>

Your Action ...	System Response ...
Selection criteria includes Agency, Budget/Fiscal Year, and User Field.	Information is displayed by User Fields, Description, Start Date and End Date.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/10/2012
PHPSCR2B PHPSCR2M Browse User Expansion Tables	01:20 PM
Actions: (D,M)	
Act	User Fields Description Start Date End Date

*** End of Data ***	
Agency: ____ Budget/Fiscal Year: ____ User Field: _____	
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End Bkwd Fwd Quit	

Your Action ...	System Response ...
5. Choose Display or Modify in the action field of the record to be viewed and press ENTER.	The User Expansion Tables screen will appear.

Maintain Default Accounting Distribution

Before payroll can be processed, each PIN or WIN **must** have an established Default Accounting Distribution reflecting the appropriate accounting codes to post an accounting transaction. Default accounting distributions for WINs may also be set up in the Manage Contracts process of SPAHRS. Default accounting distributions enable SPAHRS encumbrances or expenditures to be charged to multiple funding sources.

NOTE: Any default accounting distribution that is not approved will not be used by SPAHRS in Gen SAAS and will result in processing errors for the position/WIN.

Position Default Accounting Distribution

The Position Default Account Distribution screen is used to enter distribution values for an employee. Before payroll can be processed, each PIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MD (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2012
PHIMAINU PHIMAINM Maintain Default Acct Dist Menu 01:38 PM

Code Description FastPath
PD Position Default Account Distribution PDAD
PU Position Default Account Dist w/User Fields PADU
CD Maintain WIN Account Distribution MWAD
CA Browse WIN Default Dist BWAD

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
4. Choose PD (Position Default Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Position Default Account Distribution Screen will appear.

```

FMSAS23  PHV4          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      04/10/2012
PHPSDE1D  PHPSDE1M      Position Default Account Distribution      01:43 PM
  *Action:  _  (A,C,D,M,N,P)
  *Agency:  _____      Budget Fiscal Year:  _____
  Position:  _____      Last Distributed:
  Start Date:  _ _ _ _      End Date:  _ _ _ _      Note : N

1_ of
  *F          *Sb*Rptg*Project          Sb          Percent
Ln Pgm S*Fund*Actv*Org Org Cat  Number  *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
2  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
3  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
4  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
5  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
6  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
7  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
8  - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -
  Save With Errors (Y/N):  _      Total Percent:
  Copy (Y/N):  N      Paste (Y/N):  N      Approval:  N
Direct Command:  _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
  Help  Main  End          Note          Bkwd  Fwd          Quit
    
```

Your Action ...	System Response ...
<p>5. Choose Add or Modify and enter the following information:</p> <p>*Agency: Enter the agency code xxxx.</p> <p>Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established yyyy.</p> <p>Position/WIN#: Enter the PIN or WIN number.</p> <p>Last Distributed: The system enters the date of the last distribution for this PIN/WIN. <i>Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</i></p> <p>Start Date: Enter the start date for the distribution in MM DD YYYY format.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>End Date (required for Add only): Enter the end date for this distribution. To roll over to the next budget year, enter a date after June 30. However, the end date may be any time within the current fiscal year or future dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system can roll this table over to the next budget fiscal year. Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date or the last day payment or accounting adjustments can be made to the grant.</p> <p>Note: To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be Yes.</p>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p>Pgm: Enter the two-digit SPB program number.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p> <p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code if applicable.</p> <p>*Project Number: Enter the eight-digit project number if applicable.</p> <p>*Loc: Enter the location code if desired.</p> <p>Sb Obj: Enter the two digit sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all fields if desired.</p> <p>Percent Dist: Enter the percentage of the cost to be posted to the codes defined on this line.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>Save With Errors: The system defaults to No. Enter Yes to save the record with errors.</p> <p>Total Percent: The system sums this column. Note: The total must equal 100%.</p> <p>Copy: The system defaults to No. Enter Yes to copy all entries on this screen to another position.</p> <p>Paste: The system defaults to No. Enter Yes to paste entries from a previous screen.</p> <p>Approval: Enter Yes to request approval. The entry will change to Approved when the default distribution has been approved. Defaults to No, which means the request is not to be sent for approval. Once approval is made, it will be necessary to modify this field before any other modifications can be made.</p>	
8. Press ENTER.	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added/modified successfully.</p>

Maintain WIN Account Distribution

The Maintain WIN Account Distribution screen is used to enter distribution values for a worker. Before payroll can be processed each WIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MD (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.
4. Choose CD (Maintain WIN Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Maintain Account Distribution Screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/10/2012
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 02:00 PM
  *Action: _ (A,C,D,M,N,P)
  *Agency: _____ Budget Fiscal Year: _____
    Win#: _____ Last Distributed: _____
    Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
  *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
4  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
5  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
6  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
7  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
8  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Save With Errors (Y/N): _ Total Percent:
Copy (Y/N): N Paste (Y/N): N Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Note Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
<p>5. Choose Add or Modify and enter the following information:</p> <p>*Agency: Enter the agency code xxxx.</p> <p>Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established yyyy.</p> <p>Position/WIN#: Enter the PIN or WIN number.</p> <p>Last Distributed: The system enters the date of the last distribution for this employee. <u>Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</u></p> <p>Start Date: Enter the start date for the distribution in MM DD YYYY format.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information:</p> <p>End Date (required for Add only): Enter the end date for this distribution. To roll over to the next budget year, enter a date after June 30. The end date may be any time within the current fiscal year or future dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system can roll this table over to the next budget fiscal year. Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date or the last day payment or accounting adjustments can be made to the grant.</p> <p>Note: To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be Yes.</p>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p>Pgm: Enter the two-digit SPB program number.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p> <p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code if applicable.</p> <p>*Project Number: Enter the eight-digit project number if applicable.</p> <p>*Loc: Enter the location code if desired.</p> <p>Sb Obj: Enter the two digit sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all fields if desired.</p> <p>Percent Dist: Enter the percentage of the cost to be posted to the codes defined on this line.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Save With Errors: The system defaults to No. Enter Yes to save the record with errors.</p> <p>Total Percent: The system sums this column. Note: The total must equal 100%.</p> <p>Copy: The system defaults to No. Enter Yes to copy all entries on this screen to another position.</p> <p>Paste: The system defaults to No. Enter Yes to paste entries from a previous screen.</p> <p>Approval: Enter Yes to request approval. The entry will change to Approved when the default distribution has been approved. Defaults to No means the request is not to be sent for approval. Once approval is made, it will be necessary to modify this field before any other modifications can be made.</p>	
8. Press ENTER.	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added/modified successfully.</p>

Browse WIN Default Distribution

The Browse WIN Default Distribution screen lists all WIN numbers for which an account distribution has been entered within an agency.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MD (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

Your Action ...	System Response ...
<p>4. Choose CA (Browse WIN Default Dist) from the Maintain Default Acct Dist Menu and press ENTER.</p> <p>Selection criteria include Agency, WIN, Fiscal Year, and Start Date.</p>	<p>The Browse WIN Default Dist screen will appear.</p> <p>Information is displayed by Agency Number, WIN Number (Although the Column states PIN number), Fiscal Year, Effective Start Date, Effective End Date, Appr Req, Last Pay Posted Date, and Update Userid.</p>

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/10/2012
PHPSDE2B	PHPSDECM	Browse WIN Default Dist	02:15 PM
Actions: (D,M)			
Act	Agency nbr	PIN Number	Fiscal Year
		Effective Start Date	Effective End Date
		Appr Req	Last Pay Posted Date
			Update Userid

*** End of Data ***			
*Agency: 0000 WIN: _____ Fiscal Year: ____ Start Date: __ __ __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10---	PF11---	PF12---
Help	Main	End	Bkwd
		Fwd	Quit

Your Action ...	System Response ...
5. Enter Display in the action field of line to be viewed and press ENTER.	The Maintain WIN Account Distribution screen will appear.

Position Default Account Dist./w user Fields

The Position Default Account Distribution with User Fields screen is used to enter user field values for a PIN. The user fields must first be defined on the User Expansion Tables before they may be input on this screen.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose MD (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

Your Action ...	System Response ...
4. Choose PU (Browse Default Account Dist./w user fields) from the Maintain Default Acct Dist Menu and press ENTER.	The Browse Default Account Dist./w user fields screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2012
PHPSDE4D PHPSDE4M Position Default Account Dist w/User Fields 09:32 AM
*Action: = (A,C,D,M,N,P)
*Agency: _____ Budget Fiscal Year: 0000
Position: _____ Last Distributed:
Start Date: __ __ ____ End Date: __ __ ____ Note : N

Ln User Fields User Field Description Percent Dist
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Total Percent:
Copy (Y/N): N Paste (Y/N): N Adjustment (Y/N): N Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
5. Choose Add and enter the following information: *Agency: Enter the agency code xxxx. Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established yyyy. Position: Enter the PIN number. Effective Start Date: Enter the start date for the distribution in MM DD YYYY format.	
6. Press ENTER.	
7. Enter the following information: End Date (required for Add only): Enter the end date for this distribution. Note: To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be Yes . User Fields: Enter the user field defined by the agency to give a one-to-many relationship to the account distribution.	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>User Field Description: The system will populate the description.</p> <p>Percent Dist: Enter the percentage to be allocated to this line of accounting distribution.</p> <p>Total Percent: Total percentage allocated.</p> <p>Copy (Y/N): Enter "Y" to save the data and keep it available to paste onto another distribution screen.</p> <p>Paste (Y/N): Enter "Y" to paste data copied from another screen.</p> <p>Adjustment (Y/N): Enter "Y" to classify this as an adjustment.</p> <p>Approval: Enter "Y" to submit the record for approval.</p>	
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Date Effective Account Distribution added successfully.</p>

Gen SAAS Browse Menu

The Generate SAAS Browse Menu contains screens that allow the user to view data that has been previously entered and/or processed.

Employee Position Account Distribution

The Browse Employee Position Accounting Distribution screen is used to view a listing of the employee's accounting distribution by Agency. All the account distribution fields are included.

Your Action ...	System Response ...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The Gen SAAS Browse Menu will appear.</p>

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/17/2012
PHIMAINU PHIMAINM	Gen SAAS Browse Menu	11:15 AM
Code	Description	FastPath
BP	Employee Position Acct Dist	EPAD
JE	Browse Journal Entry/Encumbrance	BRJE
EE	Browse Journal Entry/Encumbrance Errors	BRER
BD	Browse SPAHRS Documents	BDOC
PR	Browse SPAHRS Entries by Payroll Run Number	BPRN
PA	Browse Position Default Account Dist	BPAD
CR	Browse Journal Entry/Encum - (CR, MCA)	BRCR
BR	Employee Position Acct Dist By RUN NUMBER	EPADR
CE	Browse Journal Entry/Encum - (CR, MCA) Error	BRCE
BC	Employee Position Acct Dist by Realloc Run#	EPADC
Code: __		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----		
Help Main End		Quit

Your Action ...	System Response ...
<p>4. Choose BP (Employee Position Acct Dist) from the Gen SAAS Browse Menu and press ENTER.</p> <p>Selection criteria include Agency, SSN, Employee Type, PIN/WIN, Pay Period Accounted In, and PP End Date.</p>	<p>The Employee Position Acct Dist screen will appear.</p> <p>Information is displayed by Agency, SSN, PP Accnted In Date, PP End Date, Object Code, Amount Type, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Bdgt Yr, Adj Type, Trip Number, Void Date, Payroll Run Number, and Realloc Run Number.</p>

PANEL 1

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						04/17/2012
PHPSEP2B	PHPSEP2M	Employee Position Acct Dist						12:18 PM
							2 more >	
Act Agcy	SSN	PP Accted In Date	PP End Date	Object Code	Amt Ty	DedTax Code	Amount Distributed	P Pin
(D)	-----	-----	-----	-----	-----	-----	-----	-----
*** End of Data ***								
*Agency: 0000 *SSN: _____ Emp1 Type _ Pin/Win: _____								
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)								
Direct Command: _____								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---								
Help Main End			Bkwd Fwd			Left Right Quit		

PANEL 2

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						04/17/2012		
PHPSEP2B	PHPSEP2M	Employee Position Acct Dist						12:20 PM		
< 1 more							1 more >			
Act Pgm	S	Fund Actv	Org	Sb Rptg Proj	Loc	Sb Obj	Agcy-1	Agcy-2	Agcy-3	Object Code
(D)	---	---	---	---	---	---	---	---	---	---
*** End of Data ***										
*Agency: 0000 *SSN: _____ Emp1 Type _ Pin/Win: _____										
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)										
Direct Command: _____										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---										
Help Main End			Bkwd Fwd			Left Right Quit				

PANEL 3

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				04/17/2012
PHPSEP2B	PHPSEP2M	Employee Position Acct Dist				12:22 PM
< 2 more						
Act	Bdgt	Adj	Trip	Void	Payroll Run	Realloc Run
(D)	Yr	Type	Number	Date	Number	Number
*** End of Data ***						
*Agency: 0000 *SSN: _____ Emp1 Type _ Pin/Win: _____						
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End			Bkwd Fwd		Left Right Quit	

Your Action ...	System Response ...
5. Enter Display in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

Browse Position Default Account Distribution

The Browse Position/WIN/Contract Account Dist screen is used to browse the default account distributions for a PIN, WIN, or an independent contractor.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose PA (Browse Position Default Account Dist) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, PIN, Fiscal Year, and Start Date.	The Browse Position Default Account Dist screen will appear. Information is displayed by Agency Number, PIN Number, Fiscal Year, Effective Start Date, Effective End Date, Appr Req, Last Pay Posted Date, and Update User ID.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/17/2012																												
PHPSDE1B	PHPSDEBM	Browse Position Default Account Dist					12:48 PM																												
Actions: (D,M)																																			
Act	Agency nbr	PIN Number	Fiscal Year	Effective Start Date	Effective End Date	Appr Req	Last Pay Posted Date	Update Userid																											
---	---	---	---	---	---	---	---	---																											
_	0000	1	2012	07/01/2011	06/30/2012	N		FMSAS23																											
*** End of Data ***																																			
*Agency: 0000 PIN: _____ Fiscal Year: ____ Start Date: __ __ __																																			
Direct Command: _____																																			
Enter-PF1---			PF2---			PF3---			PF4---			PF5---			PF6---			PF7---			PF8---			PF9---			PF10--			PF11--			PF12---		
Help			Main			End			Bkwd			Fwd			Quit																				

Your Action ...	System Response ...
5. Enter Display in the action field of line to be viewed and press ENTER.	The Position Default Account Distribution screen will appear.

Employee Position Acct Dist By RUN NUMBER

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose BR (Employee Position Acct Dist By RUN NUMBER) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Payroll run Number, Agency, SSN, Employee Type Pay Period Accounted In, and PP End Date.	The Employee Position Acct Dist By RUN NUMBER screen will appear. Information is displayed by Agcy, SSN, PP Accted In Date, PP End Date, Object Code, Amt Ty, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Bdgt Yr, Adj Type, Trip Number, Void Date, Payroll Run Number, and Realloc Run Number.

PANEL 1

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						04/17/2012	
PHPSEP3B	PHPSEP3B	Employee Position Acct Dist By RUN NUMBER						01:02 PM	
							2 more >		
Act Agcy	SSN	PP Accnted	PP End	Object	Amt	DedTax	Amount	P	Pin
(D)	-----	In Date	Date	Code	Ty	Code	Distributed	F	Win
*** End of Data ***									
*Payroll Run Number: _____ *Agency: 0000 *SSN: _____ Empl Type _									
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)									
Direct Command: _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
Help Main End Bkwd Fwd Left Right Quit									

PANEL 2

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						04/17/2012	
PHPSEP3B	PHPSEP3B	Employee Position Acct Dist By RUN NUMBER						01:03 PM	
< 1 more							1 more >		
Act Pgm	F	Fund	Actv	Org	Sb	Rptg	Proj	Sb	Object
(D)	---	---	---	---	---	---	---	---	---
*** End of Data ***									
*Payroll Run Number: _____ *Agency: 0000 *SSN: _____ Empl Type _									
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)									
Direct Command: _____									
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---									
Help Main End Bkwd Fwd Left Right Quit									

PANEL 3

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				04/17/2012
PHPSEP3B	PHPSEP3B	Employee Position Acct Dist By RUN NUMBER				01:05 PM
< 2 more						
Act	Bdgt	Adj	Trip	Void	Payroll Run	Realloc Run
(D)	Yr	Type	Number	Date	Number	Number

*** End of Data ***						
*Payroll Run Number: _____ *Agency: 0000 *SSN: _____ Emp1 Type _						
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Bkwd Fwd Left Right Quit						

Your Action ...	System Response ...
5. Enter Display in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

Browse Journal Entry/Encumbrance

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose JE (Browse Journal Entry/Encumbrance) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, SAAS Agency and Payroll Run Number.	The Browse Journal Entry/Encumbrance screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Error Indicator, Payroll Run Number, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, and Errors.

PANEL 1

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2012
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 01:21 PM
                                                    2 more >
Act   Budg PO   PO / JV   Ln   Error   Pay Roll
(D)   Yr   JV   Number   No   Ind     Run Number
-----
*** End of Data ***

Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

PANEL 2

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2012
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 01:21 PM
< 1 more                                                    1 more >
Act   F      Sb Rptg Project   Sb   Obj
(D)   Pgm S Fund Actv Org Org Cat Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
-----
*** End of Data ***

Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

PANEL 3

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2012
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 01:22 PM
< 2 more
  Budg PO PO / JV Ln
Act Yr JV Number No Errors
(D) -----
                                     *** End of Data ***

Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd Left Right Quit

```

Your Action ...	System Response ...
5. Enter D isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse Journal Entry/Encumbrance Errors

The Browse Journal Entry/Encumbrance Errors screen is used to view a listing of only the Journal Entry/Encumbrance entries by SAAS Agency and Payroll number that contains errors.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose EE (Browse Journal Entry/Encumbrance Errors) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Agency, SAAS Agency, and Payroll Run Number.	The Browse Journal Entry/Encumbrance Errors screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Errors, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Error Indicator, and Payroll Run Number.

PANEL 1

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			04/17/2012	
PHPSJV3B	PHPSJV3M	Browse Journal Entry/Encumbrance Errors			01:48 PM	
					2 more >	
Act	Bgt Yr	P0 JV	P0 / JV Number	Ln No	Amount	Errors
(D)	----	----	-----	----	-----	-----
				*** End of Data ***		
Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Bkwd Fwd Left Right Quit						

PANEL 2

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			04/17/2012	
PHPSJV3B	PHPSJV3M	Browse Journal Entry/Encumbrance Errors			01:48 PM	
					< 1 more	
	F		Sb	Rptg Project	Sb	Obj
Act	Pgm S	Fund	Actv Org	Org Cat	Number	Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D)	----	----	-----	-----	-----	-----
				*** End of Data ***		
Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---						
Help Main End Bkwd Fwd Left Right Quit						

PANEL 3

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/17/2012
PHPSJV3B	PHPSJV3M	Browse Journal Entry/Encumbrance Errors					01:49 PM
< 2 more							
Act	Budg	PO	PO / JV	Ln	Error	Pay Roll	
(D)	Yr	JV	Number	No	Ind	Run Number	

*** End of Data ***							
Agency: 0000 SAAS Agency: ____ *Payroll Run Number: _____							
Direct Command: _____							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----							
Help Main End Bkwd Fwd Left Right Quit							

Your Action ...	System Response ...
5. Enter D isplay in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse SPAHRS Documents

The Browse SPAHRS Documents screen is used to view a listing of all the PO/JV documents posted to SAAS/MAGIC by SAAS Agency and Payroll number.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.

PANEL 4

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2012
PHPSAE1B PHPSAE1M Browse SPAHRS Documents 02:06 PM
< 3 more
      Last Update          Last Update
      Userid              Time
      -----
                        *** End of Data ***

SPAHRS Agency 0000 SAAS Agency ____ *Payroll Run Number _____
Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd          Left Right Quit

```

Browse SPAHRS Entries by Payroll Run Number

The Browse SPAHRS Entries by Payroll Run Number screen is used to view a listing of all the PO/JV line entries by the payroll run number.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose PR (Browse SPAHRS Entries by Payroll Run Number) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Payroll Run Number, SPAHRS Agency, SAAS Agency, Document, and Document Line number.	The Browse SPAHRS Entries by Payroll Run Number screen will appear. Information is displayed by Reject SAAS, SPAHRS Agcy, SAAS Agcy, Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Post Date, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, and Agcy-3.

PANEL 1

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/17/2012
PHPSAE2B	PHPSAE2M	Browse SPAHRS Entries by Payroll Run Number					02:15 PM
						1 more >	
Reject	SPAHRS	SAAS	Bdgt	PO	PO\JV	Ln	
SAAS	Agcy	Agcy	Yr	JV	Number	No	
						Amount	
						Post Date	
*** End of Data ***							
*Payroll Run Number: _____ SPAHRS Agency 0160 SAAS Agency: ____							
Document: _____ Document Line: ____							
Direct Command: _____							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	
Help	Main	End			Bkwd	Fwd	
						Left	
						Right	
						Quit	

PANEL 2

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/17/2012
PHPSAE2B	PHPSAE2M	Browse SPAHRS Entries by Payroll Run Number					02:16 PM
< 1 more							
Bdgt	F	Sb Rptg Project			Sb		
Yr	Pgm	S	Fund	Actv	Org	Org	
					Cat	Number	
					Loc	Obj	
					Agcy-1	Agcy-2	
						Agcy-3	
*** End of Data ***							
*Payroll Run Number: _____ SPAHRS Agency 0160 SAAS Agency: ____							
Document: _____ Document Line: ____							
Direct Command: _____							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	
Help	Main	End			Bkwd	Fwd	
						Left	
						Right	
						Quit	

PANEL 2

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/18/2012
PHPSJV4B PHPSJV4M Browse Journal Entry/Encum - ( CR, MCA ) 12:21 PM
< 1 more 1 more >
      F          Sb Rptg Project      Sb          Obj
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                *** End of Data ***

*MCA/CRA Run Number: _____ SPAHRS Agency: ____ SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

PANEL 3

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/18/2012
PHPSJV4B PHPSJV4M Browse Journal Entry/Encum - ( CR, MCA ) 12:22 PM
< 2 more
      Budg PO    PO / JV   Ln Bck
Act Yr JV   Number   No Ind          Errors
(D) -----
                *** End of Data ***

*MCA/CRA Run Number: _____ SPAHRS Agency: ____ SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter Display in the action field of line to be viewed and press ENTER.	The error description screen will appear.

Browse Journal Entry/Encumbrance–(CR, MCA) Error

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose CE (Browse Journal Entry/Encum - (CR, MCA) Error) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include *MCA/CRA Run Number, SPAHRS Agency, and SAAS Agency.	The Browse Journal Entry/Encum - (CR, MCA) Error screen will appear. Information is displayed by Budget Yr, PO/JV, PO/JV Number, Line Number, Amount, Contract Amount, Error Indicator, MCA/RCA Run Number, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Obj Code, Bck Ind, and Errors.

PANEL 1

FMSAS23	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM						04/18/2012
PHPSJV5B	PHPSJV5M	Browse Journal Entry/Encum - (CR, MCA) Error						12:39 PM
							2 more >	
Act	Budg	PO	PO / JV	Ln	Amount	Contract	Error	MCA/CRA
(S)	Yr	JV	Number	No		Number	Ind	Run Number
	----	--	-----	---	-----	-----	-----	-----
				*** End of Data ***				
*MCA/CRA Run Number: _____ SPAHRS Agency: _____ SAAS Agency: _____								
Direct Command: _____								
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8
	Help	Main	End			Bkwd	Fwd	Left
								Right
								Quit

Employee Position Account Distribution by Reallocation Run Number

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose BC (Employee Position Acct Dist by Realloc Run#) from the Gen SAAS Browse Menu and press ENTER. Selection criteria include Reallocation Run Number, Agency, SSN, and Employee Type.	The Employee Position Acct Dist by Realloc Run# screen will appear. Information is displayed by Agency, SSN, PP Accted In Date, PP End Date, Object Code, Amount Type, Ded Tax Code, Amount Distributed, Pay Frequency, PIN/WIN, Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Obj Code, Ajd, Type, Trip Number, Void Date, Payroll Run Number, Reallocation Run Number.

PANEL 1

FMSAS23	PHV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					04/18/2012				
PHPSEP4B	PHPSEP4B	Employee Position Acct Dist by Realloc Run#					01:03 PM				
						2 more >					
Act	Agcy	SSN	PP Accted In Date	PP End Date	Object Code	Amt Ty	DedTax Code	Amount Distributed	P	Pin F	Win
(D)	----	----	----	----	----	----	----	----	----	----	----
<p>*Realloc Run Number: _____ *Agency: ____ *SSN: _____ Emp1 Type _</p> <p>Direct Command: _____</p> <p>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Left Right Quit</p>											

On-Line Submit of Batch Programs

The On-Line Submit of Batch Programs screen is used to submit jobs that will run to produce certain audits. The job will begin, and progress can be followed on the job tracking menu. This is a three panel screen. The second and third screens contain a list of jobs for the Upload/Download of files from Agencies and for backup purposes.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose BS (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	On-Line Submit of Batch Programs screen will appear. Additional programs are identified with the use of the PF11 function key. Press PF 10 to view previous screen

PANEL 1

FMSAS23 PHV0 PHPSBT1D PHPSBT1M	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM On-Line Submit of Batch Programs	04/18/2012 01:31 PM 3 more >
<ul style="list-style-type: none"> 1. Cost Reallocation Preliminary 2. Cost Reallocation Preliminary - Multiple Pay Periods 3. Cost Reallocation Final 4. Cost Reallocation Final - Multiple Pay Periods 5. Mass Change After Redistribute Preliminary 6. Mass Change After Redistribute Final 7. Cost Reallocation / Mass Change Expenditures Balancing Report 		
<p>Enter - Number of Batch Job to Submit: ==</p>		
<p>Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Left Right Quit</p>		

PANEL 2

```

FMSAS23 PHVO STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/18/2012
PHPSBT1D PHPSBT4M On-Line Submit of Batch Programs 01:32 PM
< 1 more 2 more >

      8. Download Mass Change After for a SPAHRS Agency, Pay Period
      9. Download Detail Accounting for a SPAHRS Agency, Payroll Run Number
     10. Download Detail Accounting for a SPAHRS Agency, Void Date
     11. Download Default Distribution for a SPAHRS Agency, Fiscal Year
     12. Download Override Distribution for a SPAHRS Agency, Pay Period
     13. Download Cost Acct Distribution for a SPAHRS Agency, Pay Period
     14. Download User Expansion for a SPAHRS Agency, Fiscal Year
     15. Download Acct Validation for a SPAHRS Agency, Fiscal Year
     16. Download Pay Details for a SPAHRS Agency, for Payroll Run Number
     17. Download Earnings Codes Details (dollar & hour), for Payroll Run Nbr
     18. Download Leave Balance/Demograph Information, Month End Date
     19. Download Optional Asset Tracking Information, for SPAHRS Agency
          Enter Number of Batch Job to Submit:  =

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Left Right Quit

```

PANEL 3

```

FMSAS23 PHVO STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/18/2012
PHPSBT1D PHPSBT8M On-Line Submit of Batch Programs 01:32 PM
< 2 more 1 more >

     20. DOWNLOAD Cafeteria Deductions For SPAHRS Agencies
     21. DOWNLOAD Pay Details, Supreme Court Billing, By Agency and Run Number
     22. DOWNLOAD Default Distribution, by Agency, BFY, Name, Occu, and Salary
     23. DOWNLOAD Download Earnings By Distribution

          Enter Number of Batch Job to Submit:  =

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Left Right Quit

```

Your Action ...	System Response ...
4. Input the number of the program to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
5. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following information: Job submitted successfully.

Generate SAAS Reports

The Generate SAAS Reports screen is used to submit the on-request batch reports for Generate SAAS. This is a three panel screen and since MAGIC went live, Reports 1 – 7 and 20 – 23 are no longer valid since they look at SAAS. The remaining reports look at SPAHRS.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose R1 (Generate SAAS Reports) from the Generate SAAS Transactions Menu and press ENTER.	Generate SAAS Reports screen will appear. Additional reports are identified with the use of the PF11 function key. Press PF 10 to view previous screen

PANEL 1

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/15/2014
PHPSBT2D PHPSBT2M	11:17 AM
Generate SAAS Reports	2 more >
<p>01. Monthly & YTD Expenditures and Encumbrances by Fund 02. Monthly & YTD Expenditures and Encumbrances by Org 03. Monthly & YTD Expenditures and Encumbrances by Sub-Org 04. Monthly & YTD Expenditures and Encumbrances by Activity Code 05. Monthly & YTD Expenditures and Encumbrances by Reporting Category 06. Monthly & YTD Expenditures and Encumbrances by Location 07. Monthly & YTD Expenditures and Encumbrances by Project Number 08. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-1 09. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-2 10. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-3</p>	
<p>Enter Number of Batch Job to Submit: __</p>	
<p>Direct Command: _____</p>	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	Left Right Quit
Help Main End	

PANEL 2

```

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/15/2014
PHPSBT2D PHPSBT3M Generate SAAS Reports 11:18 AM
< 1 more 1 more >

11. Detail Employee Expenditures by Fund, Org, Pay Period
12. Detail Employee Expenditures by Sub-Org, Pay Period
13. Detail Employee Expenditures by Activity Code, Pay Period
14. Detail Employee Expenditures by Project Number, Pay Period
15. Detail Employee Expenditures by Reporting Category, Pay Period
16. Detail Employee Expenditures by Location, Pay Period
17. Detail Employee Expenditures by Agency-Defined-1
18. Detail Employee Expenditures by Agency-Defined-2
19. Detail Employee Expenditures by Agency-Defined-3

Enter Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit
    
```

PANEL 3

```

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/15/2014
PHPSBT2D PHPSBT5M Generate SAAS Reports 11:19 AM
< 2 more

20. Personnel Service Contract (Budget to Actual Expenditures for BFY)
21. Personnel Service Contract Expenditures by BFY, Service Type
22. Personnel Service Contract Expenditures by BFY, Vendor
23. Personnel Service Contract (Budget to Actuals for Entire Life of Ctct.)
24. Vendor Payments Balancing Report for Preliminary or Final Run
25. Reflection of Time Charged to Each Acct Distribution
26. Cost Allocation Payroll Statistics by Agcy, Rptg Ctgy, Actvy, Pay Pd
27. Cost Allocation Payroll Statistics by Agcy, Appr. Unit, Fund, Pay Pd
28. List of Detail Accounting Distributions by SAAS Agency & Fund
29. Monthly Gross Salary/Fringe Estimate by PIN
30. Anticipated Disbursement Activity Report

Enter Number of Batch Job to Submit: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Left Right Quit
    
```

Your Action ...	System Response ...
4. Input the number of the report to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
5. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following information: Job submitted successfully.

SAAS On-line Batch Status

The SAAS On-Line Batch Status screen displays payroll summary data for a specific payroll run number.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose SB (SAAS On-Line Batch Status) from the Generate SAAS Transactions menu. Press ENTER.	The SAAS On-Line Batch Status screen will appear.

```

FMSAS23 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/18/2012
PHPSAI1D PHPSAI1M SAAS On-Line Batch Status 02:13 PM

Action: = (C,D,N) Payroll Certified By:

*Payroll Run Number: _____ SPAHRS Agency: 0161 SAAS Agency: ____
Pay Freq: _____ Entries in error:

JV Sent: _____ JV Posted: _____

_____ General Fund _____ Special Fund _____
Fund Pin Amount Win Amount Fund Pin Amount Win Amount

Totals:

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Choose Display and enter the following information: *Payroll Run Number: Enter the payroll number for the pay period being requested. SPAHRS Agency Code: Enter the agency number as identified in SPAHRS. SAAS Agency Code: Enter the three digit SAAS agency number.	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order.

Cash Position

Since MAGIC went live, the Cash Position screen is no longer valid because it looks at SAAS; it previously was used to display the cash amounts needed for a given Pay Period End Date.

Rollover Tables

The rollover mechanism in SPAHRS allows certain screens to be systematically populated with data from a previous budget fiscal year screen. This process is done once a fiscal year and the date of processing is communicated to user agencies.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose RT (Rollover Tables) from the Generate SAAS Transactions Menu and press ENTER.	The Rollover Tables screen will appear.

FMSAS23 PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/24/2012
PHPSR01D PHPSR01M	Roller Tables	01:48 PM
*Agency: _____ Previous Budget Fiscal Year: _____		
SPAHR Validation Tables	N	
User Expansion Tables	N	
Position Default Distributions	N	
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End		Quit

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Agency: Enter the four digit Agency number.</p> <p>Previous Budget Fiscal Year: Enter the Previous Fiscal Year from which the new data should be copied.</p> <p>SPAHR Validation Tables: Enter "Y" to roll over the SPAHR validation tables.</p> <p>User Expansion Tables: Enter "Y" to roll over the user expansion tables.</p> <p>Position Default Distributions: Enter "Y" to roll over the position default distributions.</p>	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following message: Job has been submitted successfully.

Cost Reallocation/Mass Change and Travel Cost Reallocation/Mass Change

Payroll and travel costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a payroll/travel run has been processed to appropriate accounting codes via the SPAHR Cost Reallocation Tables. These tables require no approval; therefore, security should be established to only allow access to the screens to those who have authority to reallocate costs previously distributed. If a cost reallocation/mass change record has been set up in the general cost reallocation/mass change

screens, it is not necessary to set up duplicate records in the travel cost reallocation/mass change screens.

The cost reallocation screens are designed for reallocation of a few employees' accounting code distributions. If a group of positions or an entire agency's distribution is to be changed, then the Mass Change process should be utilized.

Prior to the entry of the Cost Reallocation Table, a Cost Reallocation status record must be established and approved. This record establishes the pay period for the processing of the cost reallocation. Cost reallocation can be generated by hours or by percentage of time for payroll runs, and by percentage for travel runs. SAAS will verify any fields posted to this table for validity. Once the appropriate Cost Reallocation table has been entered a Cost Reallocation Preliminary should be requested. After the preliminary has been run view the Journal Entry/Encumbrance screen; and, if distribution is correct, submit a final Cost Reallocation run. After the final run, the redistribution journal vouchers will be created.

Steps to Cost Reallocation/Mass Change Process

Cost Reallocation / Mass Change Menu

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transaction Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

FMSAS23	PHV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/24/2012
PHIMAINU	PHIMAINM	Cost Reallocation / Mass Change Menu	02:09 PM
Code	Description	FastPath	
CB	Browse Cost Reallocation Distributions	REALB	
CR	Cost Reallocation by Hours	REAL	
CP	Cost Reallocation by Percentage	REPC	
MB	Browse Mass Change Distributions	MSB	
M1	Mass Change Before Posting	MSCB	
M2	Mass Change after Posting	MSCP	
DR	Maintain MCA/CRA Status	MRLD	
BR	Browse MCA/CRA Status	BRLD	
AD	AD HOC Programs (MCA/CRA) Menu	ADHOC	
Code: ___			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Help Main End Quit			

Maintain MCA/CRA Status for Payroll

The status record is the first step of processing a Mass Change After (MCA) or a Cost Reallocation After (CRA) for payroll. (Travel Cost Reallocation or Mass Change After will be discussed later in this document.) Once the user has entered the data on this screen and processed a preliminary, the system will assign a unique run number. A Status record can be entered for a single period or multiple periods up to three pay cycles. Cost Reallocation or a Mass Change After cannot be processed without approval on this screen. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

Your Action....	System Response....
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose DR (Maintain MCA/CRA Status) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Maintain MCA/CRA Status screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/25/2012
PHPCMC1D PHPCMC1M Maintain MCA/CRA Status 01:33 PM

*Action: _ (A,C,D,M,N,P)

Agency: 0838 Type: _ (M/C) *To Date: _____ (MMDDYYYY) Seq: ____

From Date.....: _____ (MMDDYYYY)

Date Sent to SAAS.....:

Date Posted in SAAS.....:

Re-allocation Run Number:

Preliminary Run Required:

Last Update User.....:
Last Update Date/Time...:

Approval Ind: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action....	System Response....
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>Agency: Enter the four-digit agency code (xxxx).</p> <p>Type: Enter C for Cost Reallocation After status set up or M for Mass Change After set up.</p> <p>*To Date: Enter the pay period end date of the period for redistribution.</p> <p>Seq: Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, Add a new MCA/CRA for the same date, but enter the next sequence number.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>From Date: Enter the Pay Period End Date of the period for redistribution.</p> <p>Date Sent to SAAS: System will populate the date JV's are sent to the MAGIC Suspense file when preliminary and final runs are processed.</p> <p>Date Posted in SAAS: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Re-allocation Run Number: The run number assigned by the system after the 1st preliminary is run for this Cost Reallocation. The number will begin with a 500 million.</p> <p>Preliminary Run Required: Automatically set to Yes. Once a clean preliminary has been run, the system will change the indicator to a No.</p> <p>Last Update User: The user ID of last person or program to update data affecting this screen.</p> <p>Last Update Date/Time: The date and time of last update affecting this screen.</p> <p>Approval Ind: Enter "Y" to transmit the record for approval.</p>	

Your Action...	System Response...
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>*Agency: Enter the four-digit agency number.</p> <p>Pay Period: Enter the Pay Period End date for which the reallocation should occur.</p> <p>Worker Type: Enter P for position employee; Enter W for WIN employee.</p> <p>*PIN/WIN: Enter the position or worker number of the employee.</p> <p>*SSN: Enter the social security number of the employee.</p> <p>Pay Freq: (for payroll only) Enter the code for the frequency to be redistributed (<i>i.e.</i>, M=Monthly; K=Contract Worker biweekly delayed; P=supplemental; etc.).</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year (must be open).</p> <p>Pgm: Enter the two-digit program number.</p> <p>*FS: Enter Federal, General, or Other to indicate the funding source.</p> <p>*Fund: Enter the four-character fund code.</p> <p>*Actv: Enter the four-character activity code.</p> <p>*Org: Enter the four-character organization code.</p> <p>*Sb Org: Enter the two-character sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-character reporting category code.</p> <p>*Project Number: Enter the eight-character project number if applicable.</p> <p>*Loc: Enter the location code if applicable.</p> <p>*Sb Obj: Enter the two-character sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired.</p>	

Your Action...	System Response...
8. Continue entering the following information. Hours Dist: Enter the hours to be reallocated to this account distribution. NOTE: The total hours distributed must equal the number of hours reported for this pay period. [See timesheet information (RT→ET).]	
9. Press ENTER.	The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours.

Cost Reallocation by Percentage

The Cost Reallocation by Percentage screen is used to reallocate payroll costs using a percentage for redistribution for a PIN or WIN after a payroll has been run. SPAHRS will verify fields posted on this table for SAAS validity. After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If all changes are correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose CP (Cost Reallocation by Percentage) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Cost Reallocation by Percentage screen will appear.

Your Action...	System Response...
<p>8. Enter the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year (must be open).</p> <p>Pgm: Enter the two-digit program number.</p> <p>*FS: Enter Federal, General, or Other to indicate the funding source.</p> <p>*Fund: Enter the four-character fund code.</p> <p>*Actv: Enter the four-character activity code.</p> <p>*Org: Enter the four-character organization code.</p> <p>*Sb Org: Enter the two-character sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-character reporting category code.</p> <p>*Project Number: Enter the eight-character project number if applicable.</p> <p>*Loc: Enter the location code if applicable.</p> <p>*Sb Obj: Enter the two-character sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired.</p> <p>Percent Distrib: Enter the percentage to be reallocated to this account distribution. NOTE: The total percentage must equal 100%.</p>	
<p>9. Press ENTER.</p>	<p>The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total percent.</p>

Request Cost Reallocation Preliminary

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose BS (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The On-Line Submit of Batch Programs screen will appear.</p>

FMSAS23	PHV7	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	05/17/2012
PHPSBT1D	PHPSBT1M	On-Line Submit of Batch Programs	01:47 PM
			3 more >
<ol style="list-style-type: none"> 1. Cost Reallocation Preliminary 2. Cost Reallocation Preliminary - Multiple Pay Periods 3. Cost Reallocation Final 4. Cost Reallocation Final - Multiple Pay Periods 5. Mass Change After Redistribute Preliminary 6. Mass Change After Redistribute Final 7. Cost Reallocation / Mass Change Expenditures Balancing Report 			
Enter - Number of Batch Job to Submit: ==			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End Left Right Quit			

- Submit **1** for a **single** Pay Period or **2** for **multiple** Pay Periods.
- View Journal Entry/Encumbrance screen (**PA→GS→BM→JE**).
- If distribution is not correct, repeat any of the above steps as necessary.
- If distribution is correct, submit the request for Cost Reallocation Final (**PA→GS→BS→3** or **4** for payroll. **NOTE:** Only one final is allowed. The final cannot be resubmitted.
- Redistribution journal vouchers are created.
- Submit request for the Cost Reallocation/Mass Change Expenditures Balancing Report. (**PA→GS→BS→7**). This report details the debits and credits by object code, expenditure type, and general fund entries for 2999 using account code 29000.

Browse Cost Reallocation Distributions Screen

The Browse Cost Reallocation Distributions screen posts the Cost Reallocation information that has been entered on the Cost Reallocation, and the Cost Reallocation by Percentage, screens. The browses allow the user to display or modify a previously established record. It should be noted that a modification is not allowed once the distributions have been posted to MAGIC.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.

Your Action...	System Response...
4. Choose CB (Browse Cost Reallocation Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Browse Cost Reallocation Distributions screen will appear.

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2012	
PHPSCD9B PHPSCD9M Browse Cost Reallocation Distributions 02:00 PM	
Action (D,M) Act Agcy SSN	PPEnd Date Realloc Date Realloc Post Date Appr Ind Err Realloc Run# Pin Win

*** End of Data ***	
Agency: 0000 *SSN: _____ Emp Type: _ PIN/WIN: _____ PP End Date: _____	
Direct Command: _____ (MMDDYYYY)	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----	
Help Main End	Bkwd Fwd Quit

Your Action...	System Response...
5. Enter the four-character SPAHRS agency number. Press ENTER.	If Cost Reallocation has been entered, system inferred data appears.
<p>6. The following fields are inferred:</p> <p>Agcy: The four-character SPAHRS agency code.</p> <p>SSN: The social security number of the employee for which the distribution has been set up.</p> <p>PPEnd Date: The pay period end date applicable to the reallocation.</p> <p>Realloc Date: The date the reallocation was processed by SPAHRS.</p> <p>Realloc Post Date: The date the reallocation was updated in MAGIC.</p> <p>Appr: The approval code of the cost reallocation.</p> <p>Err Ind: The code signifying that an error has occurred in processing the reallocation.</p>	

Your Action...	System Response...
Continue entering the following information. Realloc Run#: The system assigned run number unique to the Cost Reallocation process. This number always begins with 500 million. PIN/WIN: The position or worker number of the employee associated with the Cost Reallocation.	
7. Enter D isplay or M odify in the Action field. Press ENTER. NOTE: Modification not allowed in SPAHRS once transactions have been updated in MAGIC.	The Cost Reallocation by hours or the Cost Reallocation by Percentage screen will appear.

Mass Change

The Mass Change function of SPAHRS is designed to change a group of positions or an entire agency's payroll. If only one or a few employees' account code distribution change is necessary, the Cost Reallocation function should be utilized.

NOTE: The MCA/CRA screen is not used for a Mass Change **Before** Posting.

Mass Change Before Posting

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose M1 (Mass Change Before Posting) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Mass Change Before Posting screen will appear.

```

FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2012
PHPSMC1D PHPSMC1M Mass Change Before Posting 02:13 PM

*Action: = (A,C,D,M,N,P) *Agency: _____ Pay Period: _____ (MMDDYYYY) *Freq: _

#Old *Program No.: _ #New Program No.: _ _ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund:.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub Object..: _____ *Sub Object..: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ *Budget Year.: _____

Last Upd Tm: _____ Last Upd UID: _____ Approval: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>5. Choose Add or Modify and enter the following:</p> <p>Agency: the 4-character agency number. Pay Period: the pay period to which the change should be applied. Freq: the payroll frequency applicable to the change.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter or change the following <u>Old and New</u> distribution codes:</p> <p>Program No: the program number of distribution must be an SPB approved code. Fund Source: Federal, General, or Other Fund: the 4-digit fund number Budget Year: the budget year in YYYY format</p> <p>Any other field coding required by your agency.</p>	
<p>8. Press Enter.</p>	<p>The system will display the following message:</p> <p>Mass change added/modified successfully.</p>

Mass Change after Posting

The Mass Change after Posting requires an MCA/CRA Status record to be set up prior to entering the MASS Change after Posting.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose M2 (Mass Change after Posting) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Mass Change after Posting screen will appear.

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FMSAS23 PHV7 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/17/2012
PHPSMC2D PHPSMC2M Mass Change after Posting 02:21 PM

*Action: _ (A,C,D,M,N,P) *Agency: _____ Pay Period: _____ (MMDDYYYY) *Freq: _
SAAS Sent Date.: SAAS Posted Date: Error:
#Old *Program No.: _ #New Program No.: _ _ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catgy: _____ *Report Catgy: _____
Project No..: _____ *Project No..: _____
Location....: _____ *Location....: _____
Sub Object..: _____ Sub Object...: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year..: _____

Last Upd Tm: Last Upd UID: Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
5. Choose Add or Modify and enter the following: Agency: Enter the 4-character agency number. Pay Period (MMDDYYYY): Enter the pay period to which the change should be applied. *Freq: Enter the payroll frequency applicable to the change.	
6. Press ENTER.	

Your Action ...	System Response ...
<p>7. Enter or change the following old and new distribution codes:</p> <p>Program No: Enter the program number of distribution and must be an SPB approved code.</p> <p>Fund Source: Federal, General, or Other</p> <p>Fund: Enter the 4-digit fund number</p> <p>Budget Year: Enter the budget year in YYYY format.</p> <p>Any other field coding required by your agency.</p>	

Your Action ...	System Response ...
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Mass change added/modified successfully.</p>

Browse Mass Change Distributions

The Browse Mass Change Distributions allow for the viewing of a list of previously entered Mass Change distributions and status screens. A user can initiate a record display or modification with these screens.

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose CM (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.</p>	<p>The Cost Reallocation/Mass Change Menu will appear.</p>
<p>4. Choose MB (Browse Mass Change Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER.</p> <p>Selection criteria include Before/After Indicator, Agency, Mass Change Date, and Pay Frequency.</p>	<p>The Browse Mass Change Distributions screen will appear.</p> <p>Information is displayed by Agency, Mass Change Date, Pay Frequency, Sequence Number, Before/After, Mass Change Send Date, Mass Change Posted Date, Approval Indicator, Error Indicator, and Reallocation Run Number.</p>


```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/06/2012
PHIMAINU PHIMAINM Travel Cost Reallocation / Mass Change Menu 10:40 AM

Code Description FastPath
TR Travel Cost Realloc / Mass Change After Run TRUN
TB Browse Travel Cost Reallocation Distributions BTCD
TC Travel Cost Reallocation by Percentage TREAL
MB Browse Travel Mass Change Distributions TMCD
M1 Travel Mass Change Before Posting TMCB
M2 Travel Mass Change After Posting TMCA
DR Maintain Travel MCA/CRA Status TMRLD
BR Browse Travel MCA/CRA Status TBRLD

Code: __

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action...	System Response...
4. Choose DR (Maintain Travel MCA/CRA Status) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER.	The Maintain Travel MCA/CRA Status Screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/12/2012
PHTCMC1D PHTCMC1M Maintain Travel MCA/CRA Status 10:46 AM

*Action: _ (A,C,D,M,N,P)

Agency: 0000 Type (M/C): _ *To Date: _____ (MMDDYYYY) Seq: ____

From Date.....: _____ (MMDDYYYY)

Date Sent to SAAS.....:

Date Posted in SAAS.....:

Re-allocation Run Number:

Preliminary Run Required:

Pay Frequency.....: T
Last Update User.....:
Last Update Date/Time...: Approval Ind: _

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action....	System Response....
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>Agency: Enter the four-digit agency code (xxxx).</p> <p>Type (M/C): Enter C for Cost Reallocation status set-up or M for Mass Change After set-up.</p> <p>*To Date (MMDDYYYY): Enter the pay period end date (Travel Pay Date) of the period for redistribution.</p> <p>Seq: Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, Add a new MCA/CRA for the same date, but enter the next sequence number.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>From Date (MMDDYYYY): Enter the from pay period end date (must be the same as the *To Date listed in #5 above) of the period for redistribution.</p> <p>Date Sent to SAAS: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed.</p> <p>Date Posted in SAAS: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Re-allocation Run Number: The run number assigned by the system after the 1st preliminary is run for this Cost Reallocation. The number will begin with a 500 million.</p> <p>Preliminary Run Required: Automatically set to Yes. Once a clean preliminary has been run, the system will change the indicator to a No.</p> <p>Pay Frequency: Defaults to Travel.</p> <p>Last Update User: The user ID/program ID of last update data affecting this screen.</p>	

Your Action....	System Response....
Continue entering the following information. Last Update Date/Time: The date and time of last update affecting this screen. Approval Ind: Enter “Y” transmit the record for approval.	
8. Press ENTER.	The system will display the following message: MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.

Travel Cost Reallocation by Percentage

The Travel Cost Reallocation by Percentage screen is used to reallocate payroll costs using a percentage for redistribution for a PIN or WIN after a payroll has been run. SPAHRS will verify fields posted on this table for MAGIC validity. After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If all changes are correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation / Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation / Mass Change Menu will appear.
4. Choose TC (Travel Cost Reallocation by Percentage) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Cost Reallocation by Percentage screen will appear.

Your Action...	System Response...
<p>10. Enter the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year (must be open).</p> <p>Pgm: Enter the two-digit program number.</p> <p>*FS: Enter Federal, General, or Other to indicate the funding source.</p> <p>*Fund: Enter the four-character fund code.</p> <p>*Actv: Enter the four-character activity code.</p> <p>*Org: Enter the four-character organization code.</p> <p>*Sb Org: Enter the two-character sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-character reporting category code.</p> <p>*Project Number: Enter the eight-character project number if applicable.</p> <p>*Loc: Enter the location code if applicable.</p> <p>*Sb Obj: Enter the two-character sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired.</p> <p>Percent Distrib: Enter the percentage to be reallocated to this account distribution. NOTE: The total percentage must equal 100%.</p>	
<p>11. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours/total percent.</p>

Travel Mass Change

The Mass Change from travel function of SPAHRS is designed to change an entire agency's travel payroll or a travel distribution. If only one or a few employees' account code distribution change is necessary, the Travel Cost Reallocation Percentage function should be utilized. The Travel Mass Change function was created for security purposes for those users that have travel access only. Other users can use the general Mass Change functions to input travel and payroll distributions changes.

Travel Mass Change Before Posting

This transaction does not require the setup of an MCA/CRA status record.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose M1 (Travel Mass Change Before Posting) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Mass Change Before Posting screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/06/2012
PHTRMC1D PHTRMC2M Travel Mass Change Before Posting 01:42 PM
*Action: _ (A,C,D,M,N,P) *Agency: ____ Pay Period: _____ (MMDDYYYY) *Freq: T
#Old *Program No.: ____ #New Program No.: ____ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catg.: _____ *Report Catg.: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub Object..: _____ *Sub Object..: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ *Budget Year.: _____
Last Upd Tm: Last Upd UID: Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>5. Enter the following:</p> <p>Agency: Enter the 4-character agency number.</p> <p>Pay Period (MMDDYYYY): Enter the pay period (pay date) to which the change should be applied.</p> <p>*Freq: This field defaults to T for Travel and cannot be changed.</p> <p>Continue entering the following information.</p> <p>* ___ of: This field is for the sequence number. Enter a 1 to indicate the first record for that pay period. Subsequent sequences may be added if needed.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter or change the following Old <u>and</u> New distribution codes:</p> <p>Program No: Enter the program number of distribution (must be an SPB approved code).</p> <p>Fund Source: Federal, General, or Other</p> <p>Fund: the 4-digit fund number</p> <p>Budget Year: the budget year in YYYY format</p> <p>Any other field coding required by your agency.</p>	
<p>8. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Travel Mass change added/modified successfully</p>

Travel Mass Change After Posting

This transaction requires an approved CRA/MCA Status record.

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The Travel Cost Reallocation/Mass Change Menu will appear.</p>

Your Action...	System Response...
4. Choose M2 (Travel Mass Change After Posting) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER.	The Travel Mass Change After Posting screen will appear.

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/06/2012
PHTRMC2D PHTRMC3M Travel Mass Change After Posting 01:58 PM

*Action: _ (A,C,D,M,N,P) *Agency: _____ Pay Period: _____ (MMDDYYYY) *Freq: T
SAAS Sent Date.: SAAS Posted Date: Error:
#Old *Program No.: _ #New Program No.: _ ___ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund:.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _ *Sub Org.....: _
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub Object..: _ Sub Object..: _
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year.: _____

Last Upd Tm: Last Upd UID: Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
5. Enter the following: Agency: Enter the 4-character agency number. Pay Period (MMDDYYYY): Enter the pay period to which the change should be applied. *Freq: This field defaults to T for Travel and cannot be changed. * ___ of: This field is for the sequence number. Enter a 1 to indicate the first record for that pay period. Subsequent sequences may be added if needed.	
6. Press ENTER.	

Your Action...	System Response...
<p>7. Enter or change the following old and new distribution codes:</p> <p>Program No: Enter the program number of distribution must be an SPB approved code.</p> <p>Fund Source: Federal, General, or Other</p> <p>Fund: the 4-digit fund number</p> <p>Budget Year: the budget year in YYYY format</p> <p>Any other field coding required by your agency.</p>	
<p>8. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Travel Mass change added/modified successfully</p>

Browse Travel Cost Reallocation Distributions

The Browse Travel Cost Reallocation Distributions screen posts the Travel Cost Reallocation information that has been entered on the Travel Cost Reallocation by Percentage screen. The browse allows the user to display or modify a previously established record. It should be noted that a modification is not allowed once the distributions have been posted to MAGIC.

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.</p>	<p>The Travel Cost Reallocation/Mass Change Menu will appear.</p>
<p>4. Choose TB (Browse Travel Cost Reallocation Distributions) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.</p> <p>Selection criteria include Agency, SSN, Employee Type, PIN/WIN, and Pay Period End Date.</p>	<p>The Browse Travel Cost Reallocation Distributions screen will appear.</p> <p>Information is displayed by Agency, SSN, Pay Period Account In, Reallocation Sent Date, Reallocation Post Date, Approval Indicator, Error Indicator, Reallocation Run #, and PIN/WIN.</p>

Your Action...	System Response...
<p>4. Choose BR (Browse Travel Mass Change Distributions) from Travel Cost Reallocation/ Mass Change Menu and press ENTER.</p> <p>Selection criteria include Before/After Indicator, Agency and Mass Change Date.</p>	<p>The Browse Travel Mass Change Distributions screen will appear.</p> <p>Information is displayed by Agency, Mass Change Date, Pay Frequency, Sequence Number, Before/After, Mass Change Send Date, Mass Change Posted Date, Approval Indicator, Error Indicator, and Reallocation Run Number.</p>

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/12/2012
PHTRMC1B PHTRMC1M Browse Travel Mass Change Distributions 10:06 AM

(D,M) Mass Change Pay Seq Bef Mass Change Mass Change Appr Err Reallocation
Act Agcy Date Frq Nbr Aft Send Date Posted Date Ind Ind Run Number
-----
*** End of Data ***

Before/After Ind: _ (B/A) Agency: ____ Mass Change Date: _____ (EM=MMDDYYYY)

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help Main End                      Bkwd Fwd                               Quit
    
```

Your Action...	System Response...
<p>5. Enter Display or Modify next to the desired record and press ENTER.</p> <p>NOTE: Modification not allowed once transactions have been updated in MAGIC.</p>	<p>The Travel Mass Change Before/After Posting screen will appear.</p>

Travel Browse MCA/CRA Status

The Browse MCA/CRA Status allows for the viewing of a list of previously entered Mass Change and Cost Reallocation distributions and status screens. A user can initiate a record display or modification with these screens.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose BR (Travel Browse MCA/CRA Status) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER. Selection criteria includes Agency, Type (C/M), Pay Frequency, and To Date.	The Travel Browse MCA/CRA Status Screen will appear. Information is displayed by Agency, Type To Pay Period Date, Sequence, From Pay Period Date, Sent Date, Post Date, and MCA/CRA Number.

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/12/2012																								
PHTCMC2B PHTCMC2M Travel Browse MCA/CRA Status 11:00 AM																								
<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Action: (D)</th> <th style="text-align: left;">To PP</th> <th style="text-align: left;">From PP</th> <th style="text-align: left;">Sent</th> <th style="text-align: left;">Post</th> <th style="text-align: left;">MCA/CRA</th> </tr> <tr> <th style="text-align: left;">Act Agcy Type</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">Number</th> </tr> <tr> <th style="text-align: left;">-----</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="text-align: center;">*** End of Data ***</td> </tr> </tbody> </table>	Action: (D)	To PP	From PP	Sent	Post	MCA/CRA	Act Agcy Type	Date	Date	Date	Date	Number	-----	-----	-----	-----	-----	-----	*** End of Data ***					
Action: (D)	To PP	From PP	Sent	Post	MCA/CRA																			
Act Agcy Type	Date	Date	Date	Date	Number																			
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*** End of Data ***																								
Agency: _____ Type: _ (C/M) Pay Freq: T *TO Date: _____ (MMDDYYYY) Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Quit																								

Your Action...	System Response...
5. Enter D isplay or M odify next to the desired record and press ENTER. NOTE: Modification not allowed once transactions have been updated in MAGIC.	The Maintain Travel MCA/CRA Status screen will appear.