
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6303	SPAHRs PR Remit Taxes and Deductions	Revision Date: 08/18/2015
		Version: 6

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Objective

Develop an understanding of the Remit Taxes and Deductions process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

The Remit Taxes and Deductions process of SPAHRS is a DFA only entry menu, and other agencies may have read only access. This process occurs after the payroll has run and employee and worker warrants have been issued. This function takes all employee payroll deductions and employer matching payments and creates disbursements to the vendors either by printing warrants from SPAHRS or sending electronic payments to selected vendors, such as the Public Employees' Retirement System (PERS) and the Treasury General. This is primarily done through batch jobs and internal system processing.

There are several transaction screens available in this process. Several screens can be used to generate a payment in this process. If the vendor-warrant needs to be voided and re-issued, it can be done by DFA using the Void/Re-issue Request screen. This screen is used by DFA to void the original warrant or a lost warrant and set an indicator directing SPAHRS to reissue the payment to the vendor. This request requires a manually completed form, "SPAHRS Void Vendor Warrant Request Form" (Form 15.20.45-V), from the agency and submission to DFA for entry and approvals; the warrant to be voided and a surety bond and Treasury stop payment must be submitted to the Bureau of Financial Control, DFA, before they will apply their approval. When all approvals have been applied, the new warrant is issued for the original amount less any amounts indicated for exclusion on the Suspend Items from Warrant Payment screen.

The Suspend Items from Warrant Payment screen provides a detailed listing by employee Social Security Number of each amount included in a vendor warrant. This screen is used to select any amounts that should not be included in a reissued vendor payment. The Release Suspended Items for Payment screen can be used to view suspended payments and also to take action on them. Any amount selected for suspension will remain in a suspended state until it is released, which can be done from the Release Suspended Items for Payment screen.

Transactions processed through Adjust Pay, such as voiding an employee's warrant and issuing a refund to an employee for a deduction, create credits that are applied to vendor payments in Remit Deductions and Taxes. A vendor credit will not be partially applied. There must be an amount payable to a vendor that is equal to or greater than a credit amount for a credit to be applied.

The Remit Taxes and Deductions function provides for online submit of batch jobs. One batch job that can be submitted provides a report that compares the monthly invoice amounts for the state health and life insurance to the actual amounts paid for each employee and also identifies employees who are not found on both the invoice and payroll. This report can be used to identify whose data needs to be corrected at BCBS or in SPAHRS.

The batch job Download Bond Purchase File is no longer used. Beginning January 1, 2011, payroll savings bonds no longer are purchased through the submission of a file to the Federal Reserve Bank. Payroll Savings bonds must be purchased directly by the employee through the Treasury Direct online process. Instructions for creating a Treasury Direct account may be found at www.treasurydirect.gov.

Browses and reports are available from the Remit Taxes and Deductions Menu.

Key Concepts	Description
Suspend	The process of removing an item from a warrant and sending it to a suspense file.

Remit Taxes and Deductions Menu

The Remit Taxes and Deductions process menu is accessed from the Payment Menu.

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

FMSAS23 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015 PHIMAINU PHIMAINM Payment Menu 10:32 AM																																	
<table> <thead> <tr> <th>Code</th> <th>Description</th> <th>FastPath</th> </tr> </thead> <tbody> <tr> <td>CP</td> <td>Calculate Pay</td> <td>CALC</td> </tr> <tr> <td>GS</td> <td>Generate SAAS Transactions</td> <td>SAAS</td> </tr> <tr> <td>RD</td> <td>Remit Taxes and Deductions Menu</td> <td>REMD</td> </tr> <tr> <td>DP</td> <td>Distribute Pay</td> <td>DISP</td> </tr> <tr> <td>PA</td> <td>Approve/Release Pay</td> <td>RPAY</td> </tr> <tr> <td>FT</td> <td>File Tax Reports</td> <td>FIAX</td> </tr> <tr> <td>AP</td> <td>Adjust Pay</td> <td>ADJP</td> </tr> <tr> <td>PT</td> <td>Earnings, Tax, and Deduction Tables</td> <td>ETDT</td> </tr> <tr> <td>OT</td> <td>Other Payroll Tables</td> <td>PAYT</td> </tr> <tr> <td>PR</td> <td>Payroll Reports</td> <td></td> </tr> </tbody> </table>	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	
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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 RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.

Code	Description	FastPath
SI	Suspend Items from Warrant Payment	SUSP
VR	Void/Re-Issue Request	VDWH
PS	Release Suspended Items for Payment	
JA	Journal Adjustments	JADJ
BS	On-Line Submit of Batch Programs	RDSB
RC	Batch Release Vendor Credits For Payment	
RI	Release Vendor Credits For Payment	
RB	Remit Browsers and Reports	
SS	Statewide Release Suspended Items for Payment	
RS	Release Suspended Items - Summarized	

Code: __

Direct Command: _____

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

Remit Browsers and Reports

Browsers are provided that display an online warrant and EFT register, credits that have been generated to a vendor, and warrants and EFTs that have been voided. Both the Browse Paid Warrants/EFTs and Browse Voided Warrants/EFTs allow the selection of an item to view the detail information.

Code	Description	FastPath
BP	Browse Paid Warrants/EFT's	PDWR
BV	Browse Voided Warrants/EFT's	BRVD
BC	Browse Vendor Credits	VNCR
VW	Browse Vendor Warrants	BRVW
VE	Browse Vendor EFT's	PRVE
CR	Credit Utilization Report	
VP	Browse Vendor Paymode	PMODE
WE	Browse Warrant/EFT# by Vendor Number	PRWE
WF	Browse Warrant/EFT#, Fund Numbers and Amounts	WEF

Code: ==

Direct Command: _____

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

Browse Voided Warrants/EFT's

The Browse Voided Warrants/EFT's screen is used to view voided warrants and voided EFT transactions.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose BV (Browse Voided Warrants/EFT's) from the Remit Browses and Reports Menu and press ENTER. Selection criteria include Agency, Warrant/EFT Indicator, and Warrant/EFT Number.	The Browse Voided Warrants/EFT's screen will appear. The information displayed includes Warrant or EFT, Vendor, Vendor Name, Payment Date, and Amount of Payment.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPRWA5B PHPRWA5M Browse Voided Warrants/EFT's 10:58 AM
Action: (D)
Warrant
Act or EFT Vendor Vendor Name Payment Date Amount of Paymnt
-----
*Agency: ____ Warrant/EFT Ind: _ Warrant/EFT Number: _____
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 by the selected record and press ENTER.	The Display Voided Warrants/EFT's screen will appear.

Browse Vendor Credits

The Browse Vendor Credits screen is used to view credits that have been issued to a vendor. Enter the agency number to view all vendor credits for an agency.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose BC (Browse Vendor Credits) from the Remit Browses and Deductions Menu and press ENTER. Selection criteria include Agency, Vendor, and Transaction Code.	The Browse Vendor Credits screen will appear. The information displayed includes Vendor, Vendor Name, Transaction, and Credit Amount.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWA8B PHPRWA8M Browse Vendor Credits 10:49 AM

Act Vendor Vendor Name Tran Credit Amount
-----

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

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Detail Credit Listing By Employee screen will appear.

Browse Vendor Warrants

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose VW (Browse Vendor Warrants) from the Remit Browses and Reports Menu and press ENTER. Selection criteria include Warrant Number.	The Browse Vendor Warrants screen will appear. The information displayed includes Warrant, Vendor, Vendor Name, Agency, Payment Date, and Amount of Payment.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWABB PHPRWABM Browse Vendor Warrants 10:55 AM
Action: (D)

Act  warrant      Vendor      Vendor Name      Agcy      Payment      Amount of Paymnt
-----
*** End of Data ***

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

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Browse Vendor EFT's

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose VE (Browse Vendor EFT's) from the Remit Browses and Reports Menu and press ENTER. Selection criteria include EFT Number.	The Browse Vendor EFT's screen will appear. The information displayed includes Warrant, Vendor, Vendor Name, Agency, Payment Date, and Amount of Payment.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWACB PHPRWACM Browse Vendor EFT's 11:25 AM
Action: (D)
Act Warrant Vendor Vendor Name Agcy Payment Date Amount of Paymnt
-----
*** End of Data ***

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

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Credit Utilization Report

A report is provided that shows the credits that have been applied to agency payments for a specified period. Selection criteria allows the user to restrict the report to certain agencies, vendors, or an individual, and allows for sorting of the report by vendor or 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 RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose CR (Credit Utilization Report) from the Remit Browses and Reports Menu and press ENTER.	The Credit Utilization Report screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWAHD PHPRWAHM Credit Utilization Report 12:10 PM

*Agency: _____
*Vendor: _____
*SSN: _____

Start Date: 06 01 2001 End Date: 12 31 2069

Sort By Vendor: _ Sort By Run Number: _

Leave vendor field blank to run report for all vendors.
Leave SSN field blank to run report for all people in agency.

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 information: *Agency: Enter the SPAHRS agency code. *Vendor: Enter the vendor number or leave the vendor field blank to run report for all vendors. *SSN: Enter the SSN or Leave SSN field blank to run report for all people in agency.	

Your Action ...	System Response ...
Continue entering the following information. Start Date: Defaults to 06/01/2001 and can be modified. End Date: Defaults to 12/31/2069 and can be modified. Sort By Vendor: Mark this field with an X if the report is to be sorted by Vendor. Sort By Run Number: Mark this field with an X if the report is to be sorted by Run Number.	
6. Press ENTER.	The Batch Job Submission screen will appear.
7. Press ENTER.	The system will display the following message: Job has been submitted successfully.
8. The report will be generated.	The information displayed on the report includes Vendor, Employee Name, SSN, Run Number, Pay Date, Transaction Code, Warrant, Line, Description and Amount.

Browse Warrant/EFT# by Vendor Number

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose WE (Browse Warrant/EFT# by Vendor Number) from the Remit Browses and Reports Menu and press ENTER. Selection Criteria include *Agency Number, Vendor Number and *Payment Date.	The Browse Warrant/EFT# by Vendor Number screen will appear. The Information is displayed by Vendor Number, Vendor Name, Warrant/EFT Number, Payment Date and Amount of Payment

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWE1B PHPRWE1M Browse Warrant/EFT# by Vendor Number 12:32 PM

(D)
Act Vendor# Vendor Name Warrant EFT# Payment Date Amount of Paymnt
-----
-----

*Agency#: ____ Vendor: _____ *Payment Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response ...
5. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Browse Warrant/EFT#, Fund Numbers and Amounts

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose WF (Browse Warrant/EFT# Fund Numbers and Amounts) from the Remit Browses and Reports Menu and press ENTER. Selection Criteria include Warrant EFT Number.	The Browse Warrant/EFT# Fund Numbers and Amounts screen will appear. The Information is displayed on the first panel by Payroll Run#, Agency, Person ID/Vendor, Pay Period End Date, Pay Frequency, Pay Type, W/E Indicator, Warrant/EFT Number, Amount.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 12:39 PM
4 more >
      Payroll      Person ID  Pay Period  Pay Pay W/E  Warrant
Act   Run#   Agcy   Vendor    End Date   Frq Typ Ind EFT Number  Amount
(D) -----
                *** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
5. Press F11 to view the second panel of this screen.	The Information is displayed on the second panel by Tax ID or SSN, Employee Name, Second Name, Approval Requested, Internet Advice Ind, Void/Reissue, and 1099 Indicator.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 12:46 PM
< 1 more 3 more >
      Tax ID      Employee      Second      Apv Inet Void 1099
Act   or SSN     Name         Name         Req Ind  Reis Ind
(D) -----
                *** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
6. Press F11 to view the third panel of this screen.	The Information is displayed on the third panel by Issue Date, Relssue Date, Void Date, Warrant/EFT Comp, Issue Date Comp, Separation Reason, and Warrant Sort.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 12:40 PM
< 2 more 2 more >
Act Issue Date ReIssue Warrant/EFT Issue Date Sep
(D) Date Void Date Comp Comp Rsn warrant sort
-----
*** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
7. Press F11 to view the fourth panel of this screen.	The Information is displayed on the fourth panel by Void JV Number, SAAS Agency, Depository Name and Relssue Warrant Number.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 12:51 PM
< 3 more 1 more >
Void JV SAAS Reissue Warr
Act Number Agcy Depository Name Number
(D) -----
*** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
8. Press F11 to view the fifth panel of this screen.	The Information is displayed on the fifth panel by ABA Trans Number, ABA Account Number, ABA Type and Trace Number.

```

FMSAS23 PHV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2015
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 12:53 PM
< 4 more 12:53 PM
ABA Trans ABA Account ABA Trace
Act Number Number Type Number
(D) -----
*** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
6. Choose Display by the selected record and press ENTER.	The Maintain Payroll Paid screen will appear.

Void/Re-Issue Request (DFA/BFC Use Only)

The Void/Re-Issue Request screen is used to void a vendor payment and re-issue it for a new amount, re-issue to a different vendor, or to issue a duplicate payment when the original warrant has been lost.

- To re-issue a payment for a different amount, any amounts that should not be included in the new warrant should be selected on the Suspend Items from Warrant Payment screen. The re-issued warrant will not include the Suspended Items.
- If a new vendor is entered, a payment will be made to that new vendor number, and any amounts on the Suspended Items will not be included in the new vendor's payment. However, this action will cause the suspended item(s) to be released for payment to the original vendor.

If an agency is also going to void an employee warrant or refund a deduction to an employee, then the agency must inform BFC before taking one of these actions so the void of the vendor warrant can be processed prior to the agency transaction. This step will allow the credit from the employee void or employee refund to process against the suspended item from the vendor void, rather than processing against another vendor payment.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose VR (Void/Re-Issue Request) from the Remit Taxes and Deductions Menu and press ENTER.	The Void/Re-Issue Request screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/15/2015
PHPRWA3D PHPRWA3M Void/Re-Issue Request 01:35 PM

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

      *Agency: _____
Warrant/EFT Number: _____ Check amount: _____

Vendor Name:
Vendor:
Warrant Issue Date:
Amount:
*New Vendor: _____

When Required?: _ (I)mmediately or (N)ext
Not Before Date: _____ (MM/DD/YYYY)

*Comments: _____
                                           Approval: N

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

Your Action ...	System Response ...
<p>4. Choose Add or the desired action and enter the following information:</p> <p>*Agency: Enter the four-digit agency code xxxx.</p> <p>Warrant/EFT Number: Enter the warrant or EFT number. NOTE: Warrant numbers begin with "7" and EFT numbers begin with "2."</p> <p>Check Amount: Enter check amount for verification.</p>	
<p>5. Press ENTER</p>	
<p>6. Enter the following information:</p> <p>Vendor Name: The system will populate this information.</p> <p>Vendor: System will populate the vendor number.</p> <p>Warrant Issue Date: The system will populate the date the Warrant/EFT was issued.</p> <p>Amount: The system will populate the total amount of the transaction.</p> <p>New Vendor: Enter another vendor number if part or the entire re-issued amount is to be paid to a vendor other than the original vendor.</p>	

Your Action ...	System Response ...
Continue entering the following information. When Required?: Enter Next to re-issue in the next supplemental run. Not Before Date: Enter the date to be voided in MMDDYYYYY format. *Comments: There are 5 options. Enter one of these codes, 01-05, to generate the correct code. NOTE: If more detail is needed, a Note may be attached to this record by pressing the PF5 key. Approval: The system will default to No . Enter Yes if the request is ready to be sent for approval.	
7. Press ENTER.	The system will display the following message: Transaction added successfully.

Suspend/Release Items (DFA/BFC Use Only)

The Suspend Items from Warrant Payment option is used in conjunction with the Void/Reissue option to remove a deduction or tax payment for an employee or worker from the vendor warrant; for example, if a deduction was withheld in error or listed incorrectly. Once an item is suspended, it is sent to a suspense file that may be viewed on the Release Suspended Items for Payment screen. If multiple items are listed on one payment, one individual item may be selected for suspension. In the case of an entire payment being incorrect, the Select All option may be used to suspend all items on the payment.

Once an item has been sent to suspense, it will remain in the system until a transaction is generated to pay the item. For example, if an incorrect deduction was withheld and a transaction entered through Adjust Pay, the system will create a clearing adjustment when the supplemental payroll is run to refund the deduction to the employee. (**Note:** If an item is suspended, it will not get picked up for clearing until it is released from suspension.) If the suspense was made in error, it may be sent for payment from the Release Suspended Items for Payment screen. Suspended items may also be released automatically to the original vendor when a new vendor is coded on the Void/Reissue screen.

Suspend Items from Warrant Payment

The Suspend Items from Warrant Payment screen is used to remove a deduction or tax payment for an employee or worker from the vendor warrant; for example, if a deduction was withheld in error or listed incorrectly. Once an item is suspended, it is sent to a suspense file that may be viewed on the Release Suspended Items for Payment screen. If multiple items are listed on one payment, one individual item may be selected for suspension. In the case in which an entire payment is incorrect, the Select All option may be used to suspend all items on the payment.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose SI (Suspend Items from Warrant Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Suspend Items from Warrant Payment screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRWA1B PHPRWA1M Suspend Items from Warrant Payment 09:43 AM

Vendor:
Payment Date: Tran. Date:

Sus Line SSN/Tax Id Name Tran Total Amount
-----

*Agency: ___ Warrant #: _____ Line #: ___ SSN: _____ Full Void: N
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>4. Enter the following information:</p> <p>*Agency: Enter the 4-digit agency code xxxx.</p> <p>Warrant #: Enter the 11-digit warrant number.</p> <p>Line #: Enter the line number, if known.</p> <p>SSN: Enter the social security number of the individual.</p> <p>Full Void: Enter "Y" to mark all items for suspense. You may then go back and unmark any individual lines that still need to be paid.</p>	

Your Action ...	System Response ...
5. Press ENTER.	The information for the selected warrant number will be displayed by Vendor, Payment Date, Transaction Date, Line, SSN/Tax ID, Name, Transaction, and Total Amount
6. Enter an X in the Suspend field beside the line item to be suspended and press ENTER.	The system will display the following message: Item(s) Updated to Suspended

Batch Release Vendor Credits For Payment (DFA/BFC Use Only)

This screen is used to release vendor credits that have been placed in a hold status.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RC (Batch Release Vendor Credits For Payment) from the Remit Taxes and Deductions Menu and press ENTER. Selection criteria include Suspense, Agency, Vendor and Transaction Code.	The Batch Release Vendor Credits For Payment screen will appear. The information is displayed by Vendor, Vendor Name, Transaction and Credit Amount.

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2015
PHPRWAFB PHPRWAFM      Batch Release Vendor Credits For Payment          09:47 AM

Act  Vendor              Vendor Name              Tran      Credit Amount
-----

```

Suspense: _ Agency: ____ Vendor: _____ Transaction Code: ____

Direct Command: _____

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

Release Suspended Items for Payment (DFA/BFC Use Only)

This screen is used to release items that were previously suspended from a warrant when it was voided and reissued.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose PS (Release Suspended Items for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Suspended Items for Payment screen will appear.

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2015
PHPRWA2B  PHPRWA2M      Release Suspended Items for Payment          09:48 AM
    
```

Pay	SSN/Tax Id	Tran	Seq	Reference Number	Object	Total Amount	Pay Date

```

*Agency: ____ *Vendor: _____ Transaction Code: ____ Seq: ____
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. Enter the following information: * Agency: Enter the four-digit agency code xxxx. * Vendor: Enter the vendor code. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code. Seq: Enter the sequence number, if known.	
5. Press ENTER.	The suspended items for the selected agency will be displayed.

Your Action ...	System Response ...
6. Enter an X beside the item to be released and paid.	
7. Press ENTER.	A system message will be displayed for the control agency.

Release Vendor Credits for Payment (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RI (Release Vendor Credits for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Vendor Credits for Payment screen will appear.

```

FMSAS23  PHV3          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      06/16/2015
PHPRWAGB PHPRWAFM          Release Vendor Credits For Payment          09:52 AM
-----
Act  Vendor              Vendor Name              Tran      Credit Amount
-----
-----

Suspense: =  Agency: ____  Vendor: _____  Transaction Code: ____
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. Selection criteria include Suspense, Agency, Vendor and Transaction Code.	The information is displayed by Vendor, Vendor Name, Transaction and Credit Amount.

Statewide Release Suspended Items for Payment (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose SS (Statewide Release Suspended Items for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Statewide Release Suspended Items for Payment screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRWASB PHPRWASM Statewide Release Suspended Items for Payment 09:52 AM
                                                                1 more >

Pay Agency      Vendor      SSN/Tax Id      Trans      Seq      Total Amount
-----
*** End of Data ***

*Agency: _____ *Vendor: _____ Transaction code: _____ Seq: _____
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 ...
4. Press F11 to view the second panel of this screen.	The second panel of this screen will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/16/2015
PHPRWASB	PHPRWASM	Statewide Release Suspended Items for Payment	09:54 AM
< 1 more			
Pay Agency	Vendor	SSN/Tax Id Object	Reference Number
-----	-----	-----	-----
*** End of Data ***			
*Agency: ____ *Vendor: _____ Transaction Code: ____ Seq: ____			
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 the following information: *Agency: Enter the four-digit agency code xxxx. *Vendor: Enter the vendor code. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code. Seq: Enter the sequence number, if known.	
6. Press ENTER.	The suspended items for the selected agency will be displayed.
7. Enter an X beside the item to be released and paid.	
8. Press ENTER.	A system message will be displayed for the control agency.

Release Suspended Items-Summarized (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RS (Release Suspended Items- Summarized) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Suspended Items- Summarized screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRWATB PHPRWATM Release Suspended Items - Summarized 09:55 AM

Act Vendor Vendor Name Tran Suspended Amount
-----

*Agency: _____ *Vendor: _____ Transaction Code: _____
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. Selection criteria include Agency, Vendor and Transaction Code.	The information is displayed by Vendor, Vendor Name, Transaction and Suspended Amount.

On-line Submit of Batch Programs

The On-Line Submit of Batch Programs screen is used to submit reports or programs for Insurance Reconciliation Report. The Download Bond Purchase File is no longer a valid option.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose BS (On-Line Submit of Batch Programs) from the Remit Taxes and Deductions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRWAAD PHPRWAAM On-Line Submit of Batch Programs 09:50 AM

1. Download Bond Purchase File

File name:

2. Insurance Reconciliation 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 Quit
    
```

Your Action ...	System Response
4. Input 2 in the Enter Number of Batch Job to Submit.	
5. Press ENTER.	The Insurance Reconciliation Report screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRIN1D PHPRIN1M Insurance Reconciliation Report 09:50 AM

Report Date: __ ____ (MM/YYYY)

*Insurance Department: _____

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

Your Action ...	System Response
6. Enter the following: Report Date (MMYYYY): Enter the date for the report to be generated. *Insurance Department Number: This information is located on the Maintain Agency - 3 rd screen.	
7. Press ENTER.	The batch job submission screen will appear.
8. Verify destination and sysout fields and press ENTER.	The job is successfully submitted.

Journal Adjustments Menu

Journal Adjustments (DFA/BFC USE ONLY)

The Journal Adjustments screen is used to enter vendor payments and credits that are not generated by normal payroll processes, such as cafeteria plan administrative fees or credits to recover medical savings account advances. These entries create payment transactions that result in warrants being issued after all levels of approval have been applied or credit transactions that will be applied against the next payment generated for the specified vendor. Vendor credits may be viewed from the Browse Vendor Credits screen.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose JA (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.

Your Action ...	System Response ...
<p>5. Choose Add and enter the following information:</p> <p>*Agency: Enter the agency's four-digit number.</p> <p>*Vendor: Enter the 11-digit Vendor number. The system will populate the Vendor Name.</p> <p>Adj Period (MMDDYYYY): Enter the pay period to be adjusted.</p> <p>*Adj Control: Enter the Adjustment Control Number.</p>	<p>The Journal Adjustments screen will appear.</p>
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>*Ded/Tax Code: Enter the deduction or Tax code to be adjusted</p> <p>Seq#: Enter the sequence number to be adjusted.</p> <p>Account Code: Enter the MAGIC Accounting Code.</p> <p>*Pre: Enter the 2-digit code identifying the type of adjustment.</p> <p>SAAS Reference Nbr: Enter the vendor's Number/SSN.</p> <p>Amount: Enter the amount of voucher, purchase order, warrant or EFT.</p> <p>Warrant Description: Enter the description for the Account Code.</p>	
<p>8. Press F11 to access the second panel of this screen.</p>	<p>The second panel of the Journal Adjustments screen will appear.</p>

Your Action ...	System Response ...
12. Press ENTER.	The adjustment will be added and the following message will be displayed: Adjustment #####-# added successfully.

Browse Journal Adjustments

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose JA (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.
4. Choose BH (Browse Journal Adjustments) from the Journal Adjustments Menu and press ENTER. Selection criteria include Agency, Vendor, Adjust Date and Control Number.	The Browse Journal Adjustments screen will appear. Information is displayed by Agency, Vendor, Vendor Name, Adjustment Period, Control Number and Approval Indicator.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRJA4B PHPRJA4M Browse Journal Adjustments 10:10 AM

Action: (D) Adjustment Control Apv
Act Agcy Vendor Vendor Name Period Number Ind
-----
*** End of Data ***

*Agency: ____ *Vendor: _____ Adjust Date: _____ Control#: _____
(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. Choose Display by the selected record and press ENTER.	The Journal Adjustments screen will appear.

Browse Journal Adjustments By Control Number

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose JA (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.
4. Choose BC (Browse Journal Adjustments By Agency Control Number) from the Journal Adjustments Menu and press ENTER. Selection criteria include Agency and Control Number.	The Browse Journal Adjustments screen will appear. Information is displayed by Agency, Control Number, Vendor Name, Adjustment Period and Approval Indicator.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/16/2015
PHPRJA5B PHPRJA5M Browse Journal Adjustments By Agency, Control 10:11 AM

Action: (D) Control Adjustment Apv
Act Agcy Number Vendor Name Period Ind
-----
*** End of Data ***

*Agency: ____ control: _____

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 by the selected record and press ENTER.	The Journal Adjustments screen will appear.