
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6331	SPAHRS Travel Browsers and Reports	Revision Date: 10/05/2015
		Version: 7

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Objective

Students will be introduced to the SPAHRS travel process.

Outcome

An understanding of the travel browsers is obtained.

Overview

The SPAHRS Travel process is used to process travel payments for employees and workers. Most travel must be processed in SPAHRS. The only exception occurs when an *agency* credit card is used to purchase airline tickets, manage direct bill arrangement with hotels, or pay seminar or conference registration costs directly for travelers. These types of expenses must be charged to a travel expenditure code and are paid through the MAGIC system. Travel payments made through SPAHRS are interfaced directly into MAGIC to ensure the payments are reflected in the agencies' budget and accounting records.

Travel Browsers

There are multiple browse options for SPAHRS Travel. The following section represents the Travel Browse options in SPAHRS.

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

Code	Description	FastPath
TA	Travel Authorization	TAUT
AT	Travel Advance/PTE Request	TADV
IS	In-State Travel	TRIS
OS	Out-of-State Travel	TROS
OC	Out-of-Country Travel	TROC
TS	Official Travel Voucher Summary	TRSU
ST	Preliminary/Final Travel Submission	TRSUB
TD	Travel Distribution	TRDIST
TB	Travel Browsers	
UN	Un-Freeze Travel Records	
TU	Travel Upload/Download	
TJ	Travel Adjustments	

Code:

Direct Command: _____

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

There are twelve options on the Travel Menu. Eight of the options will display the requested function when chosen. The Travel Browsers, Un-freeze Travel Summary, Travel Adjustment, and Travel Upload/Download will display a separate menu. The Un-Freeze Travel Records option is for MMRS Use Only. The browse options will display separate menus. The travel browsers are detailed below.

Your Action ...	System Response ...
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.

Code	Description	FastPath
PHFNC10	FMV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM
PHIMAINU	PHIMAINM	Travel Browsers Menu
		08/27/2015 01:25 PM
TA	Paid Travel Advance/PTE	TRBADV
TV	Paid Travel Voucher	TRBVO
TS	Paid Travel Summary	TRBSU
TD	Travel Distribution Browse	TRBDIST
TB	Approved/Un-Approved/Pending Approval Browsers	TRAVEL
TG	Travel Accounting (Gen SAAS) Browsers	
TW	Travel warrants / Eft's Browsers	
TP	Travel Payments by Trip / Person Reports	TRVOO
TC	Browse Travel Vendor Credits	
TE	Travel Pay Details Browse	TRPD
GP	Get PID	GPID

Code: __

Direct Command: _____

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

Paid travel Advance/PTE

Your Action ...	System Response ...
3. Choose TA (Paid Travel Advance/PTE) from the SPAHRS Travel Menu and press ENTER. Selection criteria include Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Paid Travel Advance/PTE screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Pay Date, Record Sequence, Payroll Run Number, and Approval Requested.

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PHFNC10  FMV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRAV5B PHTRAV5M      Paid Travel Advance/PTE      01:31 PM

Action: (D)
Act  Agcy  SSN  Trav  Trip  Date  Rec  Payroll  App
Type  Number  to Pay  Pay Date  Seq  Run#  Req
-----
*** End of Data ***

*Agency: ____ *SSN: _____ BFY: ____ Travel Type: __ Trip#: _____

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 D Display by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Paid Travel Voucher

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TV (Paid Travel Voucher) from the Travel Browsers Menu and press ENTER. Selection criteria include Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Paid Travel Voucher screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Pay Date, Voucher Number, Travel Run Number, Approval Requested and Adjustment Indicator.

PHFNC10 FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/27/2015							
PHTRVO5B PHTRVO5M	Paid Travel voucher	01:38 PM							
Action: (D)	Trav	Trip	Date	Vouch	Travel	App	Adj		
Act Agcy	SSN	Type	Number	to Pay	Pay Date	Nbr	Run#	Req	Ind

*** End of Data ***									
*Agency: ____ *SSN: _____= BFY: ____ Travel Type: __ Trip#: _____									
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 D isplay by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Paid Travel Summary

Your Action ...	System Response ...
1. Choose T R (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose T B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose T S (Paid Travel Summary) from the Travel Browsers Menu and press ENTER.	The Paid Travel Summary screen will appear.
Selection criteria include Agency, Social Security Number, and Date to Pay.	Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number and Approval Requested.

Action: (D)		Date	Payroll	App
Act	Agcy	to Pay	Run#	Req
---	---	-----	-----	---
*** End of Data ***				
*Agency: _____ *SSN: _____ Date to Pay: __ __ __				
Direct Command: _____				
Enter	PF1	PF2	PF3	PF4
Help	Main	End	Bkwd	Fwd
				Quit

Your Action ...	System Response ...
4. Choose D Display by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Travel Distribution Browse

Your Action ...	System Response ...
1. Choose T (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose D (Travel Distribution Browse) from the Travel Browsers Menu press ENTER. Selection criteria include: Agency, Employee Type, PIN/WIN, Travel Type, Trip Number, Start Date, and End Date.	The Travel Distribution Browse screen will appear. Information is displayed by: Agency, Employee Type, PIN/WIN, Travel Type, Trip Number, Start Date, End Date, Approval Requested, BFY and Last Posted.

(D,M) Act	Emp Agcy	PIN WIN	Trvl Type	Trip Number	Start Date	End Date	Ap Rq	BFY	Last Posted
*** End of Data ***									
*Agency: _____ Emp Type: _ PIN/WIN: _____ Travel Type: __ (IS,OS,OC)									
Trip Number: _____ Start Date: __ __ __ End 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 ...
4. Choose Display/Modify by the requested record and press ENTER.	The Travel Account Distribution screen will appear.

Approved/Un-Approved/Pending/Approval Browsers

The following pages represent screen prints of each menu option found on the Approved/Un-Approved/ Pending/ Approval Browsers Menu.

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.

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PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/27/2015
PHIMAINU PHIMAINM Approved/Un-Approved/Pending Approval Browsers Menu 02:03 PM
    
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Code	Description	FastPath
AA	Approved Advances/PTE	TRADA
NA	Un-Approved Advances/PTEs	TRADN
PA	Pending Approval Advances/PTEs	TRADP
AU	Approved Authorizations	TRAUA
NU	Un-Approved Authorizations	TRAUN
PU	Pending Approval Authorizations	TRAUP
AV	Approved Travel Vouchers	TRVOA
NV	Un-Approved Travel Vouchers	TRVON
PV	Pending Approval Travel Vouchers	TRVOP
SA	Approved Travel Summaries	TRSUA
NS	Un-Approved Travel Summaries	TRSUN
PS	Pending Approval Travel Summaries	TRSUP

Code: __

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

Approved Advances/PTEs

Your Action ...	System Response ...
4. Choose AA (Approved Advances/PTEs) from the Approved/Un-Approved/Pending/Approval Browsers Menu and press ENTER. Selection criteria include: Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Approved Advances/PTEs screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Advance to Date, Record Sequence, Payroll Run Number and Approval Requested.

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PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/27/2015
PHTRADAB PHTRADAM Approved Advances/PTE 02:04 PM
    
```

Action: (D,M)	Trav	Trip	Date	Advance	Rec	Payroll	App
Act Agcy SSN	Type	Number	to Pay	to Date	Seq	Run#	Req
*** End of Data ***							

*Agency: ____ *SSN: _____ BFY: ____ Travel Type: __ Trip#: ____

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

Pending Approval Advances/PTEs

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose PA (Pending Approval Advances/PTEs) from the Approved/Un-Approved/Pending/Approval Browsers Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number	The Pending Approval Advances/PTEs screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Advance to Date, Record Sequence, Payroll Run Number and Approval Requested.

PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/27/2015								
PHTRADPB PHTRADPM Pending Approval Advances/PTEs							02:08 PM	
Action: (D,M)	Trav	Trip	Date	Advance	Rec	Payroll	App	
Act Agcy SSN	Type	Number	to Pay	to Date	Seq	Run#	Req	
*** End of Data ***								
*Agency: ____ *SSN: _____ BFY: ____ Travel Type: __ Trip#: _____								
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/Modify by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Approved Authorizations

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose AU (Approved Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER. Selection criteria include: Agency Number, Travel Type, and Trip Number.	The Approved Authorizations screen will appear. Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title and Approval Requested.

PHFNC10 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/27/2015							
PHTRAUAB PHTRAUAM Approved Authorizations 02:09 PM							
Action: (D,M)							
Act	Agcy	Tr Ty	Trip Number	Trip From Date	Destination	Title	App Req
*** End of Data ***							
*Agency: ____ Travel Type: __ Trip 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/Modify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Un-Approved Authorizations

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.

Your Action ...	System Response ...
<p>4. Choose NU (Un-Approved Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER.</p> <p>Selection criteria include: Agency Number, Travel Type, and Trip Number.</p>	<p>The Un-Approved Authorizations screen will appear.</p> <p>Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title, and Approval Requested.</p>

PHFNC10	FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				08/27/2015
PHTRAUNB	PHTRAUNM	Un-Approved Authorizations				02:10 PM
Action: (D,M)						
Act	Agcy	Tr Ty	Trip Number	Trip From Date	Destination	Title
---	---	---	---	---	---	---
*** End of Data ***						
*Agency: ____ Travel Type: __ Trip Number: _____						
Direct Command: _____						
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---
PF8---	PF9---	PF10---	PF11---	PF12---	Quit	
Help	Main	End		Bkwd	Fwd	

Your Action ...	System Response ...
5. Choose Display/Modify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Pending Approval Authorizations

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose PU (Pending Approval Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu and press ENTER.	The Pending Approval Authorizations screen will appear.
Selection criteria include: Agency Number, Travel Type, and Trip Number.	Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title, and Approval Requested.

PHFNC10	FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				08/27/2015
PHTRAUPB	PHTRAUPM	Pending Approval Authorizations				02:11 PM
Action: (D,M)						
Act	Agcy	Tr Ty	Trip Number	Trip From Date	Destination	Title

*** End of Data ***						
*Agency: ____ Travel Type: __ Trip 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/Modify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Approved Travel Vouchers

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose AV (Approved Travel Vouchers) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Approved Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Pay Date, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

PHFNC10	FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					08/27/2015		
PHTRVOAB	PHTRVOAM	Approved Travel Vouchers					02:12 PM		
Action: (D,M)		Trav	Trip		Voucher	Rec	Payroll	App	
Act	Agcy	SSN	Type	Number	Pay Date	to Date	Seq	Run#	Req

*** End of Data ***									
*Agency: ____ *SSN: _____ BFY: ____ Travel Type: __ Trip#: _____									
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/Modify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Un-Approved Travel Vouchers

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose NV (Un-Approved Travel Vouchers) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Un-Approved Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM							08/27/2015	
Un-Approved Travel Vouchers							02:14 PM	
Action: (D,M)	Trav	Trip	Date	Voucher	Rec	Payroll	App	
Act Agcy SSN	Type	Number	to Pay	to Date	Seq	Run#	Req	
*** End of Data ***								
*Agency: _____ *SSN: _____ BFY: _____ Travel Type: __ Trip#: _____								
Direct Command: _____								
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---	
Help	Main	End			Bkwd	Fwd	Quit	

Your Action ...	System Response ...
5. Choose Display/Modify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Pending Approval Travel Vouchers

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose PV (Pending Approval Travel Vouchers) Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Pending Approval Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

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PHFNC10  FMV0      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRVOPB PHTRVOPM      Pending Approval Travel Vouchers      02:15 PM

Action: (D,M)      Trav      Trip      Date      Voucher      Rec      Payroll      App
Act  Agcy      SSN      Type      Number      to Pay      to Date      Seq      Run#      Req
-----
*** End of Data ***

*Agency: _____ *SSN: _____ BFY: _____ Travel Type: __ Trip#: _____

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/Modify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Approved Travel Summaries

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose SA (Approved Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Approved Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number, Approval Requested, and Number of Vouchers.

PHFNC10 FMV0		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				08/27/2015	
PHTRSUAB PHTRSUAM		Approved Travel Summaries				02:15 PM	
Action: (D,M)			Date		Payroll	App	Number of
Act	Agcy	SSN	to Pay	Pay Date	Run#	Req	Vouchers
---	---	-----	-----	-----	-----	---	-----
*** End of Data ***							
*Agency: _____ *SSN: _____ Date to Pay: _ _ _							
Direct Command: _____							
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7
Help	Main	End			Bkwd	Fwd	Quit

Your Action ...	System Response ...
5. Choose Display/Modify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Un-Approved Travel Summaries

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose NS (Un-Approved Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Un-Approved Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number and Approval Requested.

Action: (D,M)		Date	Payroll	App
Act	Agcy	to Pay	Run#	Req
---	---	-----	-----	---
*** End of Data ***				
*Agency: ____ *SSN: _____ Date to Pay: _ _ _				
Direct Command: _____				
Enter	PF1	PF2	PF3	PF4
Help	Main	End	Bkwd	Fwd
				Quit

Your Action ...	System Response ...
5. Choose Display/Modify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Pending Approval Travel Summaries

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TB (Approved/Un-Approved/Pending/ Approval Browsers) from the Travel Browsers Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browsers Menu will appear.
4. Choose PS (Pending Approval Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browsers Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Pending Approval Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number, Approval Requested and Number of Vouchers.

Action: (D,M)		Date	Payroll	App	Number of
Act	Agcy	to Pay	Run#	Req	Vouchers
---	---	-----	-----	---	-----
*** End of Data ***					
*Agency: _____ *SSN: _____ Date to Pay: _ _ _					
Direct Command: _____					
Enter	PF1	PF2	PF3	PF4	PF5
Help	Main	End	Bkwd	Fwd	Quit

Your Action ...	System Response ...
5. Choose D isplay/ M odify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Travel Accounting (GEN SAAS) Browsers

Your Action ...	System Response ...
1. Choose T R (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose T B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose T G (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browsers Menu will appear.

PHFNC10 FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/27/2015
PHIMAINU PHIMAINM	Travel Accounting (Gen SAAS) Browsers Menu	02:21 PM
Code	Description	FastPath
JE	Browse Journal Entry/Encumbrance	TRBJE
EE	Browse Journal Entry/Encumbrance Errors	TRBJEE
BD	Browse SPAHRS Documents	TRBDOC
RD	REJECTED SPAHRS Documents by SAAS	TRBDOCR
SB	SAAS On-Line Batch Status	TRBSTAT
BP	Employee Position Account Distribution	TEPAD
BR	Employee Position Acct Dist By Run Number	TEPADR
Code: __		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
		quit

Browse Journal Entry/Encumbrance

Your Action ...	System Response ...
<p>4. Choose JE (Browse Journal Entry/Encumbrance) from the Travel Accounting (Gen SAAS) Browsers Menu and press ENTER.</p> <p>This is a three-panel browse. Selection criteria include: Payroll Run Number, Agency, SAAS Agency, and Social Security Number.</p>	<p>The Browse Journal Entry/Encumbrance screen will appear.</p> <p>Panel 1 Information is displayed by: Social Security Number, Trip Number, Pay Period End Date, Run Number, Contract Number, and Error Indicator.</p>

PHFNC10 FMV0	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/27/2015
PHTRJV7B PHTRJV7M	Browse Journal Entry/Encumbrance	02:22 PM
		2 more >
Action: (D)		Error
Act	SSN	Trip Number
PP	End Date	Run#
Ind		
----	-----	-----
----	-----	-----
*Payroll Run Number: _____ Agency: ____ SAAS Agency: __ *SSN: _____		
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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRJV7B PHTRJV7M      Browse Journal Entry/Encumbrance      02:23 PM
< 1 more
Action: (D)              Sb Rptg Project              Sb              Obj
Act Pgm S Fund Actv Org Org Cat  Number  Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
-----
*** End of Data ***

*Payroll Run Number: _____ Agency: _____ SAAS Agency: ____ *SSN: _____
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 ...
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Budget Year, JV, PO/JV Number, Line Number, Amount, and Errors.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRJV7B PHTRJV7M      Browse Journal Entry/Encumbrance      02:24 PM
< 2 more
Action: (D)      PO / JV  Ln
Act Yr JV      Number   No      Amount              Errors
-----
*** End of Data ***

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

```

Browse Journal Entry/Encumbrance Errors

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose EE (Browse Journal Entry/Encumbrance Errors) from the Travel Accounting (Gen SAAS) Browsers Menu and press ENTER. This is a two-panel screen. Selection criteria include Payroll Run Number, Agency Number, and SAAS Agency Number.	The Browse Journal Entry/Encumbrance Errors screen will appear. Panel 1 Information is displayed by: Social Security Number, Trip Number, Pay Period End Date, and Errors

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRJV3B PHTRJV3M      Browse Journal Entry/Encumbrance Errors      02:24 PM
                                                    1 more >
Action: (D)
Act      SSN      Trip Number  PP End Date      Errors
-----

```

*Payroll Run Number: _____ 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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```

PHFNC10  FMV0          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/27/2015
PHTRJV3B PHTRJV3M      Browse Journal Entry/Encumbrance Errors      02:25 PM
< 1 more
Action: (D)              Sb Rptg Project          Sb              Obj
Act Pgm S Fund Actv Org Org Cat Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
-----
*** End of Data ***

*Payroll Run Number: _____ 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

```

Browse SPAHRS Documents

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose BD (Browse SPAHRS Documents) from the Travel Accounting (Gen SAAS) Browsers Menu and press ENTER. This is a four-panel screen. Selection criteria include Payroll Run Number, SPAHRS Agency Number, SAAS Agency Number, and Document.	The selected screen will appear. Panel 1 Information is displayed by: Reject SAAS, Social Security Number, Budget Year, PO/JV, PO/JV Number, Line Number, Post Date, Pay Period End Date, and Pay Frequency.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE1B PHTRAE1M Browse SPAHRS Documents 08:57 AM
3 more >
Reject      Budgt  PO    PO\JV   Line   Post   Pay Period   Pay
SAAS      SSN    Yr    JV     Number Num   Date         End Date   Freq
-----

```

*Payroll Run Number _____ SPAHRS Agency ____ SAAS Agency ____
Document _____

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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Object Code, Amount, Amount Type, Adjust Paid Date, Program, F/S (Funding Source), Fund, Activity, Organization, Sub Organization, and Reporting Category.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE1B PHTRAE1M Browse SPAHRS Documents 08:58 AM
< 1 more Adjust 2 more >
Object      Amount  Amount  Paid    F      Sub Reptg
Code        Type    Date    Pgm    S      Org  Org  Cat
-----
*** End of Data ***

```

*Payroll Run Number _____ SPAHRS Agency ____ SAAS Agency ____
Document _____

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 ...
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, Contract Number, Vendor Code, and Contract Type.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					08/28/2015	
PHTRAE1B	PHTRAE1M	Browse SPAHRS Documents					08:59 AM	
< 2 more							1 more >	
Project Number	Sub Loc	Obj	Agcy-1	Agcy-2	Agcy-3	Contract Number	Vendor Code	Contract Type

*** End of Data ***								
*Payroll Run Number _____ SPAHRS Agency ____ SAAS Agency ____								
Document _____								
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 ...
7. Press F11 to access the fourth panel.	Panel 4 Information is displayed by: Last Update Userid and Last Update Time.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					08/28/2015
PHTRAE1B	PHTRAE1M	Browse SPAHRS Documents					08:59 AM
< 3 more							
Last Update Userid			Last Update Time				

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

Rejected SPAHRS Documents by SAAS

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.

Your Action ...	System Response ...
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose RD (Rejected SPAHRS Documents by SAAS) from the Travel Accounting (Gen SAAS) Browsers Menu. Press ENTER. This is a four-panel screen. Selection criteria include: SPAHRS Agency Number, SAAS Agency Number, and Payroll Run Number.	The Rejected SPAHRS Documents by SAAS screen will appear. Panel 1 Information is displayed by: Reject SAAS, Social Security Number, Budget Year, PO/JV, PO/JV Number, Line Number, Post Date, Pay Period End Date, and Pay Frequency

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE2B PHTRAE2M REJECTED SPAHRS Documents by SAAS 09:01 AM
3 more >
Reject      Budgt  PO    PO\JV  Line  Post  Pay Period  Pay
SAAS      SSN    Yr    JV    Number Num  Date    End Date  Freq
-----
*** End of Data ***

SPAHRS Agency ____ 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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Object Code, Amount, Amount Type, Adjust Paid Date, Program, F/S (Funding Source), Fund, Activity, Organization, Sub Organization, and Reporting Category.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE2B PHTRAE2M REJECTED SPAHRS Documents by SAAS 09:01 AM
< 1 more Adjust 2 more >
Object Amount Amount Paid F Sub Reptg
Code Amount Type Date Pgm S Fund Actv Org Org Cat
-----
*** End of Data ***

SPAHRS Agency ____ 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 ...
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, Contract Number, Vendor Code, and Contract Type.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE2B PHTRAE2M REJECTED SPAHRS Documents by SAAS 09:02 AM
< 2 more 1 more >
Project Sub Contract Vendor Contract
Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Number Code Type
-----
*** End of Data ***

SPAHRS Agency ____ 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 ...
7. Press F11 to access the fourth panel.	Panel 4 Information is displayed by: Last Update Userid and Last Update Time.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRAE2B PHTRAE2M REJECTED SPAHRS Documents by SAAS 09:02 AM
< 3 more
      Last Update      Last Update
      Userid           Time
      -----
*** End of Data ***

SPAHRS Agency ____ 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

```

SAAS On-Line Batch Status

The SAAS On-Line Batch Status browse screen requires an additional procedure in order to view information.

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers and press ENTER	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose SB (SAAS On-Line Batch Status) from the Travel Accounting (Gen SAAS) Browsers) Menu and press ENTER.	The SAAS On-Line Batch Status screen will appear.

PHFNC10 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/28/2015
PHTRAI1D PHTRAI1M	SAAS On-Line Batch Status	09:03 AM
Action: _ (C,D,N) Payroll certified By:		
*Payroll Run Number: _____	SPAHR Agency: _____	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	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 ...
5. Choose D isplay and Enter the following information: Payroll Run Number: The payroll run number. SPAHR Agency Number: The 4-digit SPAHR number. SAAS Agency Number: The 3-digit SAAS number.	.
6. Press ENTER.	The system will complete the fields shown on the screen

Employee Position Account Distribution

Your Action ...	System Response ...
1. Choose T R (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers and press ENTER	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose BP (Employee Position Account Distribution) from the Travel Accounting (Gen SAAS) Browsers Menu and press ENTER. This is a two-panel screen. Selection criteria include: Agency Number, Social Security Number. Employee Type, PIN/WIN number, Pay Period Accounted In, and Pay Period End Date.	The Employee Position Account Distribution screen will appear. Information is displayed by: Agency, Social Security Number, Pay Period Accounted In Date, Pay Period End Date, Object code, Amount Type, Deduction/Tax Code, Amount Distributed, P/F Indicator and PIN/WIN Number

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTREP2B PHTREP2M Employee Position Account Distribution 09:10 AM
1 more >
Act Agcy SSN PP Accted PP End Object Amt DedTax Amount P Pin
(D) ----- In Date Date Code Ty Code Distributed F Win
*** End of Data ***

*Agency: ____ *SSN: _____ Employee Type: _ PIN/WIN: _____
*PP 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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTREP2B PHTREP2M Employee Position Account Distribution 09:11 AM
< 1 more
Act Pgm S Fund Actv Org Sb Rptg Proj Sb Object
(D) ----- Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
*** End of Data ***

*Agency: ____ *SSN: _____ Employee Type: _ PIN/WIN: _____
*PP 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
    
```

Employee Position Account Distribution by Run Number

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TG (Travel Accounting (Gen SAAS) Browsers) from the Travel Browsers and press ENTER	The Travel Accounting (Gen SAAS) Browsers Menu will appear.
4. Choose BR (Employee Position Account Distribution by Run Number) from the Travel Accounting (Gen SAAS) Browsers Menu and press ENTER. This is a two-panel screen. Selection criteria include: Payroll Run Number, Agency Number, Social Security Number, Employee Type, Pay Period Accounted In, and Pay Period End Date	The Employee Position Account Distribution by Run Number screen will appear. Information is displayed by: Agency, Social Security Number, Pay Period Accounted In Date, Pay Period End Date, Object Code, Amount Type, Deduction/Tax Code, Amount Distributed, P/F Indicator and PIN/WIN number.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTREP3B PHTREP3B Employee Position Acct Dist By Run Number 09:12 AM
1 more >
Act Agcy SSN PP Accted PP End Object Amt DedTax Amount P Pin
(D) ----- In Date Date Code Ty Code Distributed F win
-----

*Payroll Run Number: _____ *Agency: _____ *SSN: _____ Emp Type: _
PP 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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTREP3B PHTREP3B Employee Position Acct Dist By Run Number 09:13 AM
< 1 more
Act Pgm F Sb Rptg Proj Sb object
(D) --- Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
*** End of Data ***

*Payroll Run Number: _____ *Agency: _____ *SSN: _____ Emp Type: _
PP 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
    
```

Travel Warrants/EFT's Browsers

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TW (Travel Warrants / EFTs Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Warrants / EFTs Browsers Menu will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHIMAINU PHIMAINM Travel Warrants / Eft's Browsers Menu 09:15 AM

Code Description FastPath
BW Browse Employee Travel Warrants TRBW
BE Browse Employee Travel EFT's TRBE
BS Browse Specific Employee Travel EFT / Warrant TRBS

Code: __

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

Browse Employee Travel Warrants

Your Action ...	System Response ...
<p>4. Choose BW (Browse Employee Travel Warrants) from the Travel Warrants/EFT's Browsers Menu and press ENTER.</p> <p>Selection criteria include Agency and Warrant Number.</p>	<p>The Browse Employee Travel Warrants screen will appear.</p> <p>Information is displayed by Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.</p>

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015						
PHTRBW1B PHTRBW1M Browse Employee Travel Warrants 09:16 AM						
(D)	warrant	Pay Period	Pay	SSN/Tax Id	Issue	Amount
*Act	Number	End Date	Frq		Date	

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

Your Action ...	System Response ...
<p>5. Choose Display beside the selected record and press ENTER.</p>	<p>The Maintain Travel Warrants for Workers screen will appear.</p>

Browse Employee Travel EFTs

Your Action ...	System Response ...
<p>1. Choose TR (Travel) from the Main Menu and press ENTER.</p>	<p>The Travel Menu will appear.</p>
<p>2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.</p>	<p>The Travel Browsers Menu will appear.</p>
<p>3. Choose TW (Travel Warrants / EFTs Browsers) from the Travel Browsers Menu and press ENTER.</p>	<p>The Travel Warrants / EFTs Browsers Menu will appear.</p>
<p>4. Choose BE (Browse Employee Travel EFTs) from the Travel Warrants / EFTs Browsers Menu and press ENTER.</p> <p>Selection criteria include Agency and EFT Number.</p>	<p>The Browse Employee Travel EFTs screen will appear.</p> <p>Information is displayed by Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date, Amount, and ACE Stub.</p>

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM				08/28/2015						
PHTRBE1B	PHTRBE1M	Browse Employee Travel EFT's				09:17 AM						
(D)	Warrant	Pay Period	Pay	Issue		ACE						
*Act	Number	End Date	Frq	SSN/Tax Id	Date	Amount	Stub					

*** End of Data ***												
*Agency: _____ EFT Number: _____												
Direct Command: _____												
Enter	PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10	PF11	PF12
	Help	Main	End	Note	Bkwd	Fwd	Prnt				Quit	

Your Action ...	System Response ...
5. Choose Display beside the selected record and press ENTER.	The Maintain Travel EFTs for Workers screen will appear.

Browse Specific Employee Travel EFT/Warrant

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TW (Travel Warrants / EFTs Browsers) from the Travel Browsers Menu and press ENTER.	The Travel Warrants / EFTs Browsers Menu will appear.
4. Choose BS (Browse Specific Employee Travel EFT/Warrant) from the Travel Warrants / EFTs Browsers Menu and press ENTER. Selection criteria include Agency, SSN, and Issue Date.	The Browse Specific Employee Travel EFT/Warrant) will appear. Information is displayed by SSN/Tax ID, Issue Date, Amount, W/E, Warrant/EFT Number, Pay Period End Date, Pay Frequency and Amount.

*Act	SSN/Tax Id	Issue Date	W E	Warrant/ EFT Number	Pay Period End Date	Pay Frq	Amount
*** End of Data ***							
*Agency: ____ *SSN: _____ Issue Date: __ __ __ (MMDDYYYY)							
Direct Command: _____							
Enter-PF1---	PF2---	PF3---	PF4---	PF5---	PF6---	PF7---	PF8---
Help	Main	End	Note	Bkwd	Fwd	Prnt	Quit

Your Action ...	System Response ...
5. Choose D isplay beside the selected record and press ENTER.	The Maintain Travel EFTs for Workers or Maintain Travel Warrants for Workers screen will appear.

Travel Payments by Trip / Person Reports

Your Action ...	System Response ...
1. Choose T R (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose T B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose T P (Travel Payments by Trip / Person Reports) from the Travel Browsers Menu and press ENTER.	The Travel Payments by Trip / Person Reports screen will appear.

PHFNC10	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/28/2015
PHTRVOOD	PHTRVOOM	Travel Payments by Trip / Person Reports	09:18 AM
=	0001	SENATE	
-	0002	HOUSE OF REPRESENTATIVES	
-	0003	JOINT LEGISLATIVE OPERATIONS	
-	0004	HOUSE OF REPRESENTATIVES -- MEMBERS	
-	0005	SENATE - MEMBERSHIP	
-	0021	PEER COMMITTEE	
-	0022	JOINT LEGISLATIVE REAPPORTIONMENT	
-	0025	LEGISLATIVE BUDGET OFFICE	
-	0051	SC-SUPREME COURT	
-	0054	SC-ADMINISTRATIVE OFF OF COURTS	
-	0055	SC-COURT OF APPEALS	
-	0071	ATTORNEY GENERAL	
-	0083	OPTOMETRY BOARD	
-	0091	OFFICE OF STATE PUBLIC DEFENDER	
Fiscal Year: ____ Payments by Trip Number: _ Payments by Person: _			
Direct Command: _____			
Enter-	PF1---	PF2---	PF3---
Help	Main	End	Note
			Bkwd
			Fwd
			Prnt
			Quit
			PF4---
			PF5---
			PF6---
			PF7---
			PF8---
			PF9---
			PF10--
			PF11--
			PF12---

Your Action ...	System Response ...
4. Put an X beside the agency for which you would like Travel reports printed. Enter the Fiscal Year and place an " X " after Payments by Trip Number or Payments by Person.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The job will have been submitted successfully.

Browse Travel Vendor Credits

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TC (Browse Travel Vendor Credits) from the Travel Browsers Menu and press ENTER. Selection criteria include Agency Number, Vendor Number, and Transaction Code.	The Browse Travel Vendor Credits screen will appear. Information is displayed by: Vendor Number, Vendor Name, Tran, and Credit Amount.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRWA1B PHPRWA8M Browse Travel Vendor Credits 09:19 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 ...
4. Choose Display beside the selected record and press ENTER.	The Detail Credit Listing By Employee screen will appear.

Travel Pay Details Browse

Your Action ...	System Response ...
1. Choose TR (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose TB (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose TE (Travel Pay Details Browse) from the Travel Browsers Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number and Pay Period End Date.	The Travel Pay Details Browse screen will appear. Information is displayed by: Agency, Social Security Number, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplement Run Number, and Supplement Run Date.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHTRPD7B PHTRPD7M Travel Pay Details Browse 09:20 AM

(D)
Act Agency SSN F/P Payroll Pay Period Supplement Supplement
-----
*** End of Data ***

*Agency: _____ *SSN: _____ PP End 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 ...
4. Choose D isplay beside the selected record and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Get PID

Your Action ...	System Response ...
1. Choose T R (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose T B (Travel Browsers) from the Travel Menu and press ENTER.	The Travel Browsers Menu will appear.
3. Choose G P (Get PID) from the Travel Browsers menu and press ENTER.	The Get PID screen will appear.

```

PHFNC10 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2015
PHIGPIDD PHIGPIDM Get PID 09:21 AM

Enter SSN: _____

PID:
Name:

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

Your Action ...	System Response ...
4. Enter the employee's Social Security Number.	
5. Press ENTER.	The PID number will be displayed.

SPAHRs Reports

SPAHRs generates travel payroll reports when the travel payroll is processed. The reports described below are available from FMVIEW after the post back process. FMVIEW listings for available SPAHRs reports can be found on the MMRS website at www.mmrs.state.ms.us by selecting FMVIEW, then SPAHRs Reports.

SPAHRs Report	Description
Credit Utilization Report by Agency	Exhibits tax credits applied to travel vendor payments during the travel run.
Deductions by Vendor	Displays the total deductions for each traveler with taxable travel. The report lists the traveler's name, Social Security Number, amount for each deduction type, the employer amount, credit amount, account number, and reference number. The deductions are listed by vendor name and number.
Employee Register of All EFTs	Lists each employee's EFTs and the transaction numbers.
Employee Register of All Warrants	Lists each employee's warrant by number, Social Security Number, employee name, and amount of the warrant.
Employee Warrant/EFT Control Report	Shows the beginning and ending numbers of all transactions in the travel run.
Official Travel Voucher Summary	Prints a copy of each employee's official voucher summary that was paid in the travel run. A copy of the employee's paid summary (from this report) is submitted to DFA with a hard copy of the employee's expense report(s).
Register of All EFTs Issued	Records each employee for whom an EFT was issued by agency number and run number. The report displays listings by EFT number, Social Security number, employee name, net amount, trace number, bank name, and account number.
Report of Vendor Credits/Journal Adjustments Processed	Identifies vendor credits and/or journal adjustments processed on a travel run. The report records the control number, vendor code – name, fund, account (object code), and amount of each credit or adjustment.

SPARHS Report	Description
Travel Advance Request	Prints a copy of each employee's travel advance/PTE request that was paid in the travel run. The employee's record of the paid travel advance/PTE request (from this report) is submitted to DFA with the employee's original (hard copy) request for the advance.
Travel Summary Checks and Balances	Shows the total payment made to each traveler and provides an agency total. The report lists the traveler's name, Social Security Number, Payroll Status for the summary record and the voucher (Approved, Paid), the warrant number and the amounts. The voucher total is shown with the deductions, and the issued amount is reflected in a separate column. If the status of the voucher is "Approved," it did not pay; the voucher must be corrected and submitted on another travel payroll run. This report does not include payments of advances/PTEs.
Vendor Register of all EFTs	Itemizes the net amount of each EFT paid to vendors for the travel run. The register is listed by EFT number, vendor number, vendor name, net amount, trace number, bank name, and account number.
Vendor Register of All Warrants Issued	Reports the total payment to each vendor and is listed by vendor name and vendor number. The report contains the warrant start and finish numbers and the net amount paid.
Vendor Warrant/EFT Control Report	Gives details of the vendor warrants numbers and EFTs numbers with a total number issued. This report itemizes data by payroll run number, agency, agency name, beginning warrant/EFT numbers, ending warrant/EFT numbers, record count, and grand total in dollar amount.