
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6341	SPAHRs PR Generate SAAS/ Travel Cost Reallocation / Mass Change	Date: 06/22/2015
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Objective

Develop an understanding of how to perform a Travel Cost Reallocation or a Mass Change.

Outcome

The ability to initiate the process of a Travel Cost Reallocation or a Mass Change

Overview

Travel costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a travel run has been processed to appropriate accounting codes via the SPAHRS Cost Reallocation Tables. These tables require no approval; therefore, security should be established to only allow access to the screens to those who have authority to reallocate costs previously distributed.

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

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

FMVIEW reports are created following preliminary and final travel cost reallocation runs. The agency users should review these reports to be certain that all reallocations posted correctly in MAGIC.

Generate SAAS Transactions Menus

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

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

Code: __

Direct Command: _____

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

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

Code	Description	FastPath
MT	Maintain Gen SAAS Tables Menu	GSTM
MD	Maintain Default Acct Dist Menu	DADM
BM	Gen SAAS Browse Menu	BRMN
BS	On-Line Submit of Batch Programs	GSSB
SB	SAAS On-Line Batch Status	BTST
CP	Cash Position	CASH
RT	Rollover Tables	ROLL
R1	Generate SAAS Reports	GSRP
CM	Cost Reallocation / Mass Change Menu	CRMC
TC	Travel cost Reallocation / Mass Change Menu	TCRMC
S1	SAAS Tables Group 1	SAAS1
S2	SAAS Tables Group 2	SAAS2

Code: __

Direct Command: _____

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

Travel Cost Reallocation/Mass Change

Maintain Travel MCA/CRA Status

The Status record is the first step of processing a Cost Reallocation or a Mass Change After. Once the user has entered the data on this screen, the system will assign a unique run number. A Status record can be entered for only one single period. Cost Reallocation or a Mass Change After cannot be processed without a status of **Approved** on this screen. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

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

FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/23/2015
PHIMAINU PHIMAINM Travel Cost Reallocation / Mass Change Menu	01:04 PM
code	Description
TR	Travel Cost Realloc / Mass Change After Run
TB	Browse Travel Cost Reallocation Distributions
TC	Travel Cost Reallocation by Percentage
MB	Browse Travel Mass Change Distributions
M1	Travel Mass change Before Posting
M2	Travel Mass change After Posting
DR	Maintain Travel MCA/CRA Status
BR	Browse Travel MCA/CRA Status
	FastPath
	TRUN
	BTCD
	TREAL
	TMCD
	TMCB
	TMCA
	TMRLD
	TBRDL
code: __	
Direct Command: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---	
Help Main End quit	

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

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2015
PHTCMC1D PHTCMC1M Maintain Travel MCA/CRA Status 01:05 PM

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

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

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

Date Sent to SAAS.....:

Date Posted in SAAS.....:

Re-allocation Run Number:

Preliminary Run Required:

Pay Frequency.....: T
Last Update User.....:
Last Update Date/Time...:

Approval Ind: _

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

Your Action....	System Response....
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>Agency: Enter the four-digit agency code (xxxx).</p> <p>Type: Enter C for Cost Reallocation After or M for Mass Change After</p> <p>*To Date: Enter the pay period end date (Travel Pay Date) of the period for redistribution.</p> <p>Seq: Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, Add a new MCA/CRA for the same date, but enter the next sequence number.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>From Date (MMDDYYYY): Enter the from pay period end date (must be the same as the *To Date listed in #5 above) of the period for redistribution.</p> <p>Date Sent to SAAS: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed.</p>	

Your Action....	System Response....
<p>Continue entering the following information.</p> <p>Date Posted in SAAS: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Re-allocation Run Number: The run number assigned by the system after the 1st preliminary is run for this Cost Reallocation. The number will begin with a 500 million.</p> <p>Preliminary Run Required: Automatically set to Yes. Once a clean preliminary has been run, the system will change the indicator to a No.</p> <p>Pay Frequency: Defaults to Travel.</p> <p>Last Update User: The user ID/program ID of last update data affecting this screen.</p> <p>Last Update Date/Time: The date and time of last update affecting this screen.</p> <p>Approval Ind: Enter "Y" transmit the record for approval.</p>	
5. Press ENTER.	<p>The system will display the following message:</p> <p>MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.</p>

Travel Cost Reallocation by Percentage

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

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

Your Action...	System Response...
<p>7. Enter the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year (must be open).</p> <p>Pgm: Enter the two-digit program number.</p> <p>*FS: Enter Federal, General, or Other to indicate the funding source.</p> <p>*Fund: Enter the four-character fund code.</p> <p>*Actv: Enter the four-character activity code.</p> <p>*Org: Enter the four-character organization code.</p> <p>*Sb Org: Enter the two-character sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-character reporting category code.</p> <p>*Project Number: Enter the eight-character project number if applicable.</p> <p>*Loc: Enter the location code if applicable.</p> <p>*Sb Obj: Enter the two-character sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired.</p> <p>Percent Distrib: Enter the percentage to be reallocated to this account distribution. NOTE: The total percentage must equal 100%.</p>	
<p>8. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours/total percent.</p>

Travel Mass Change

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

Travel Mass Change Before Posting

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

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

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2015
PHTRMC1D PHTRMC2M Travel Mass Change Before Posting 01:16 PM
*Action: _ (A,C,D,M,N,P) *Agency: ____ Pay Period: _____ (MMDDYYYY) *Freq: T
#Old *Program No.: _ #New Program No.: _ _ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund:.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub object..: _____ sub object..: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year.: _____
Last Upd Tm: Last Upd UID: Approval:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit

```

Your Action ...	System Response ...
5. Enter the following: Agency: Enter the 4-character agency number. Pay Period (MMDDYYYY): Enter the pay period (pay date) to which the change should be applied. *Freq: This field defaults to T for Travel and cannot be changed.	

Your Action ...	System Response ...
Continue entering the following information. ___ of : This field is for the sequence number. Enter a 1 to indicate the first record for that pay period. Subsequent sequences may be added if needed.	
6. Press ENTER.	
7. Enter or change the following Old <u>and</u> New distribution codes: Program No : Enter the program number of distribution (must be an SPB approved code). Fund Source : Federal, General, or Other Fund : the 4-digit fund number Budget Year : the budget year in YYYY format Any other field coding required by your agency.	
8. Press ENTER.	The following message will be displayed: Travel Mass change added/modified successfully

Travel Mass Change After Posting

This transaction requires an approved CRA/MCA Status record.

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

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2015
PHTRMC2D PHTRMC3M Travel Mass Change After Posting 01:18 PM

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

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

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

Your Action ...	System Response ...
8. Press ENTER.	The following message will be displayed: Travel Mass change added/modified successfully

Browse Travel Cost Reallocation Distributions

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

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

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2015
PHTCR09B PHTCR09M Browse Travel Cost Reallocation Distributions 01:22 PM

Action (D,M)      Pay Period   Realloc   Realloc   Appr Err   Realloc   Pin
Act  Agcy   SSN      Account In  Sent Date  Post Date  Ind  Ind   Run#     Win
-----
*** End of Data ***

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

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

Browse Travel Mass Change Distributions

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

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

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FMSAS23 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/23/2015
PHTRMC1B PHTRMC1M Browse Travel Mass change Distributions 01:29 PM

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

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

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

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

Travel Browse MCA/CRA Status

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

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

FMSAS23	PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/31/2015
PHTCR01D	PHTCR01M	Travel Cost Realloc / Mass Change After Run	02:07 PM
-	0181	DEPARTMENT OF REVENUE	
-	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	
Pay Period: ____ (MMDDYYYY) CR/MCA Run (C/M): _ Pay Freq: T			
Prelim/Final (P/F): P Submit (Y/N): Y			
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 ...
<p>1. Enter the following information:</p> <p>Agency: Enter an X in the space before agency number and name.</p> <p>Pay Period: Enter the date the warrant/EFT is to be issued (MM DD YYYY). This date must be valid on the Pay Date Table.</p> <p>CR/MCA Run (C/M): Enter C for cost reallocation or M for Mass change after.</p> <p>Pay Freq: The system defaults to Tavel.</p> <p>Prelim/Final (P/F): The system defaults to Preliminary.</p> <p>Submit (Y/N): The system defaults to Yes to submit job.</p>	
2. Press ENTER.	The Batch Job Submission screen will appear. Access travel reports via FMVIEW.
3. Press ENTER.	The travel payroll has been submitted and the following message is displayed: Job Has Been Submitted Successful.

Request Travel Cost Reallocation or Mass Change After Final

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

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/31/2015
PHTCR01D PHTCR01M Travel Cost Realloc / Mass Change After Run 02:07 PM

- 0181 DEPARTMENT OF REVENUE
- 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

Pay Period: ____ (MMDDYYYY) CR/MCA Run (C/M): _ Pay Freq: T
Prelim/Final (P/F): P Submit (Y/N): Y
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 ...
<p>4. Enter the following information:</p> <p>Agency: Enter an X in the space before agency number and name.</p> <p>Pay Period: Enter the date the warrant/EFT is to be issued (MM DD YYYY). This date must be valid on the Pay Date Table.</p> <p>CR/MCA Run (C/M): Enter C for cost reallocation or M for Mass change after.</p> <p>Pay Freq: The system defaults to Travel.</p> <p>Prelim/Final (P/F): Change to Final to submit the final payroll.</p>	

Your Action ...	System Response ...
Continue entering the following information. Submit (Y/N): The system defaults to Yes to submit job.	
5. Press ENTER.	The Batch Job Submission screen will appear. Access travel reports via FMVIEW.
6. Press ENTER.	The travel payroll has been submitted and the following message is displayed: Job Has Been Submitted Successful.