
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6302	SPAHRs PR Generate SAAS/ Accounting Distribution	Revision Date: 12/10/2007
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Objective

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

Outcome

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

Overview

The Generate SAAS (GenSAAS) process of SPAHRS interfaces with the Statewide Automated Accounting System (SAAS) to validate account codes, to edit against budget and cash availability and to generate SAAS accounting transactions.

Key Concepts

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

fields are defined by the agency using the SPAHRS Validation Table.

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

System Edits and Validations

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

Approvals

When a default accounting distribution has been entered, it must be approved before it can be used. The agency has the only level of authority required for approving the default accounting distribution. Two other transactions that require approvals are the Mass Change and Cost Reallocation. These two transactions require DFA approvals if there is a fund change or if the change crosses two fiscal years.

Menus

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. 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. This menu is displayed below.
3. Choose the two-character code for the option selected. Press ENTER.	The selected screen or menu will be displayed.

PA

NNPH002 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/13/2006
PHIMAINU PHIMAINM Payment Menu 12:50 PM
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

GS

NNPH002 FMV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/20/2006
PHIMAINU PHIMAINM	Generate SAAS Transactions Menu	05:46 PM
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
RT	Rollover Tables	ROLL
R1	Generate SAAS Reports	GSRP
CM	Cost Reallocation / Mass Change Menu	
TC	Travel Cost Reallocation / Mass Change Menu	TCRMC
Code: ____		
Direct Command: _____		
Enter--PF1----	PF2----PF3----	PF4----PF5----
PF6----	PF7----	PF8----
PF9----	PF10----	PF11----
PF12----		
Help	Main	End
		Quit

Generate SAAS – Set Up Accounting Distributions

Default Accounting Distribution

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

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

A maximum of thirty-five accounting lines can be entered on a default accounting distribution. The accounting distributions are set up by budget fiscal year so that the proper accounting is recorded on the correct budget year for that payroll period even if the PIN or its funding sources change from one year to the next. Also, if a retroactive change is made for a default accounting distribution, the change is recorded in the current period, the employee's data is distributed in the current month, but the system notes the payroll reporting period for which the adjustment is being made. This allows reports to be generated for that payroll accounting period showing that a change was made impacting that payroll and the date on which the change was made. When multiple defaults have been established for an employee, SPAHRS will use the last approved default applicable to that pay period.

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

Override Accounting Distribution

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

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

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

SPAHRS Validation Tables

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

Each agency must enter the fields to be used in the Validation Table with their values and a short description. SPAHRS then uses the data entered in this table to verify the codes used in the default accounting distributions and override distributions when payroll is run to ensure they are valid. SPAHRS will reject any codes that are not valid for the appropriate fields in SAAS, the SPAHRS Validation Tables or the SPAHRS User Expansion Tables. The information entered in these tables will roll over to the next fiscal year if the End Date is set after June 30.

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

Summary

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

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

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

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

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

Maintain Gen SAAS Tables Menu (MT)

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

SPAHRS Validation Tables (VT)

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

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

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. 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 MT (Maintain Table Menu) from the Generate SAAS Transactions menu. Press ENTER.	The Maintain Table menu will appear.
4. Choose VT (SPAHRS Validation Tables) from the Maintain Table menu. Press ENTER.	The SPAHRS Validation Tables screen will appear.

VT

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NNPH002 FMV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/20/2006
PHPSMT1D PHPSMT1M SPAHRS Validation Tables 05:48 PM

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

*Agency: _____ Budget Fiscal Year: _____

*Name: _____
Value: _____

Start Date: ____-____-____ End Date: ____-____-____

Short Desc: _____

Desc: _____
_____
_____

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

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

Browse SPAHRS Validation Table (VB)

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

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. 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 MT (Maintain Table Menu) from the Generate SAAS Transactions menu. Press ENTER.	The Maintain Table menu will appear.
4. Choose VB (Browse SPAHRS Validation Table) from the Maintain Table menu. Press ENTER.	The Browse SPAHRS Validation Table screen will appear.

VB

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FMMIS02 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/29/2006
PHPSMT2B PHPSMT2M Browse SPAHRS Validation Table 11:08 AM
Actions: (D,M)
Field Name Field Short
Action Code Value Description Start Date End Date
-----
Agency: ____ Budget/Fiscal Year: ____ Code: _____ Value: _____
Direct Command: _____
Enter--PF1-----PF2-----PF3-----PF4-----PF5-----PF6-----PF7-----PF8-----PF9-----PF10-----PF11-----PF12-----
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
5. Enter the following: Agency: the 4-character SPAHRS agency code Budget/Fiscal Year: the four digit year code Code: The Validation code to be viewed Value: The field value of the validation code	
6. Press ENTER.	A list of previously added validation codes will appear.

FMMIS02 FMV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	11/29/2006			
PHPSMT2B PHPSMT2M	Browse SPAHRS Validation Table	11:08 AM			
Actions: (D,M)					
Action	Field Name	Field Value	Short Description	Start Date	End Date
–	AGCY-1	0	NNNN CODE	07/01/2004	12/31/2069
–	AGCY-1	0A	NNNN CODE	07/01/2004	12/31/2069
–	AGCY-1	0B	NNNN CODE	07/01/2004	12/31/2069
–	AGCY-1	0C	NNNN CODE	07/01/2004	12/31/2069
–	AGCY-1	0D	NNNN CODE	07/01/2004	12/31/2069

Your Action ...	System Response ...
7. Input Display or Modify in the action field of the record to be viewed.	
8. Press ENTER.	The SPAHRS Validation Table will appear.

Maintain Default Accounting Distribution (MD)

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

Default Accounting Distribution

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

MD

FMMIS02 FMV5	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	12/18/2006
PHIMAINU PHIMAINM	Maintain Default Acct Dist Menu	01:59 PM
Code	Description	FastPath
PD	Position Default Account Distribution	PDAD
PU	Position Default Account Dist./w user fields	PADU
CD	Maintain WIN Account Distribution	
CU	WIN Default Account Dist. W/User Fields	MWUD
CA	Browse WIN Default Dist	BWAD
Code: __		
Direct Command:		
Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----		
Help	Main	End
		Quit

Your Action ...	System Response ...
<p>4. Choose one of the following from the Maintain Default Acct Dist menu:</p> <p>PD (Position Default Account Distribution) to establish a default for a PIN</p> <p style="text-align: center;">OR</p> <p>CD (Maintain WIN Account Distribution) to establish a default for a WIN</p>	
<p>5. Press ENTER.</p>	<p>The Position Default Account Distribution screen or the Maintain WIN Account Distribution screen will appear.</p>
<p>6. Choose Add or Modify for the action and enter the following information:</p> <p>*Agency: Enter the agency code xxxx.</p> <p>Budget Fiscal Year: Enter the budget fiscal year for the default schedule being established yyyy.</p> <p>Position/WIN#: Enter the PIN or WIN number</p> <p>Last Distributed: The system enters the date of the last distribution for this employee. <u>Note: Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</u></p> <p>Start Date: Enter the start date for the distribution in MM DD YYYY format.</p> <p>End Date: (required for Add only) Enter the end date for this distribution. To roll over to the next budget year, enter a date after June 30. The end date may be any time within the current fiscal year or future dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system can roll this table over to the next budget fiscal year. <i>Note: If the distribution is related to a grant, the end date should be equal to the grant expiration date, or the last day payment or accounting adjustments can be made to the grant.</i></p> <p>Note: To input a narrative associated with this entry press the PF5 key. Once notes have been entered the Note field will be Yes.</p>	
<p>7. Press ENTER.</p>	
<p>8. Enter the following information:</p> <p>Pgm: Enter the two-digit SPB program number.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p>	

Your Action ...	System Response ...
<p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code, if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code, if applicable.</p> <p>*Project Number: Enter the eight-digit project number, if applicable.</p> <p>*Loc: Enter the location code, if desired.</p> <p>Sb Obj: Enter the two digit sub-object code, if applicable.</p> <p>*Agcy -1, Agcy -2, Agcy -3: Enter an agency-defined code in any or all fields, if desired.</p> <p>Percent Dist: Enter the percentage of the cost to be posted to the codes defined on this line. Enter additional accounting lines if necessary.</p> <p>Save With Errors: The system defaults to No. Enter Yes to save the record with errors.</p> <p>Total Percent: The system sums this column. Note: The total must equal 100%.</p> <p>Copy: The system defaults to No. Enter Yes to copy all entries on this screen to another position.</p> <p>Paste: The system defaults to No. Enter Yes to paste entries from a previous screen.</p> <p>Approval: Enter Yes to request approval. The entry will change to Approved when the default distribution has been approved. Defaults to No meaning the request is not to be sent for approval. Once approval is made, it will be necessary to modify this field before any other modifications can be made.</p>	
<p>9. Press ENTER when all information has been added.</p>	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added/modified successfully.</p>

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

Browse WIN Default Distribution (CA)

The Browse WIN Default Distribution screen lists all WIN numbers for which an account distribution has been entered within an agency. Data is searchable by WIN number, fiscal year, and/or start date.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. Press ENTER.	The Payment menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment menu. Press ENTER.	The Generate SAAS Transactions menu will appear.
3. Choose MD (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions menu. Press ENTER.	The Maintain Default Acct Dist menu will appear.
4. Choose CA (Browse WIN Default Dist) from the Maintain Default Acct Dist menu. Press ENTER.	The Browse WIN Default Dist screen will appear. NOTE: Although the Column states PIN number, these are WIN numbers.

FMMIS02 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2006								
PHPSDE2B PHPSDECM Browse WIN Default Dist 02:04 PM								
Actions: (D)								
Act	Agency nbr	PIN Number	Fiscal Year	Effective Start Date	Effective End Date	Appr Req	Last Pay Posted Date	Update Userid
---	0999	1	2006	07/01/2005	06/30/2069	A		NNPH002
---	0999	2	2006	07/01/2005	06/30/2069	A		NNPH002
---	0999	3	2006	07/01/2005	06/30/2069	A		NNPH002
---	0999	4	2006	07/01/2005	06/30/2069	A		NNPH002
Direct Command:								
Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----								
Help Main End Note Bkwd Fwd Quit								

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

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FMMIS02 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2006
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 01:59 PM
*Action : _ (A,C,D,M,N,P)
*Agency: 0999 Budget Fiscal Year: 2006
Win#: 1 Last Distributed:
Start Date: 07 01 2005 End Date: 06 30 2069 Note : N

1_ of 2
*F *Sb *Rptg *Project Sb Percent
Ln Pgm S * Fund * Actv * Org Org Cat Number Loc Obj *Agcy-1 *Agcy-2 *Agcy-3 Dist
1 01 O 3999 _____ _____ _____ _____ _____ _____ _____ 100.000
2 _____ _____ _____ _____ _____ _____ _____ _____ _____
3 _____ _____ _____ _____ _____ _____ _____ _____ _____
4 _____ _____ _____ _____ _____ _____ _____ _____ _____
5 _____ _____ _____ _____ _____ _____ _____ _____ _____
6 _____ _____ _____ _____ _____ _____ _____ _____ _____
7 _____ _____ _____ _____ _____ _____ _____ _____ _____
8 _____ _____ _____ _____ _____ _____ _____ _____ _____

Save With Errors (Y/N) : N Total Percent : 100.000
Copy (Y/N): N Paste (Y/N) : N Approval: A

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

Gen SAAS Browse Menu (BM)

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

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. 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 BM (Gen SAAS Browse Menu) from the Generate SAAS Transactions menu. Press ENTER.	The Gen SAAS Browse menu will appear.

BM

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NNPH003 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/21/2006
PHIMAINU PHIMAINM Gen SAAS Browse Menu 05:03 PM

Code Description FastPath
BP Employee Position Acct Dist EPAD
JE Browse Journal Entry/Encumbrance BRJE
EE Browse Journal Entry/Encumbrance Errors BRER
BD Browse SPAHRS Documents BDOC
PR Browse SPAHRS Entries by Payroll Run Number BPRN
PA Browse Position Default Account Dist BPAD
CR Browse Journal Entry/Encum - (CR, MCA) BRCR
BR Employee Position Acct Dist By RUN NUMBER EPADR
CE Browse Journal Entry/Enc - (CR, MCA) Error BRCE

Code: __

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

Your Action ...	System Response ...
<p>4. Enter one of the following:</p> <p>Position Account Distribution Information:</p> <p>BP - Employee Position Acct Distribution PA - Browse Position Default Account Dist BR - Employee Position Acct Dist By RUN NUMBER</p> <p>Journal Entries Information</p> <p>JE - Browse Journal Entry/Encumbrance EE - Browse Journal Entry/Encumbrance Errors BD - Browse SPAHRS Documents PR - Browse SPAHRS Entries by Payroll Run Number CR - Browse Journal Entry/Encum – (CR/MCA) CE - Browse Journal Entry/Encum – (CR, MCA) Error</p>	
<p>5. Press ENTER.</p>	<p>The applicable browse screen will appear.</p>

BP/BR

MMIS02 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/21/2006																																																												
PHPSEP2B PHPSEP2M Employee Position Acct Dist 03:58 PM																																																												
2 more >																																																												
<table border="1"> <thead> <tr> <th>Act Agcy</th> <th>SSN</th> <th>PP Accted In Date</th> <th>PP End Date</th> <th>Object Code</th> <th>Amt Ty</th> <th>DedTax Code</th> <th>Amount Distributed</th> <th>P F</th> <th>Pin Win</th> </tr> </thead> <tbody> <tr> <td>(D)</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>-</td> <td>0999 888888888</td> <td>09/30/2006</td> <td>09/30/2006</td> <td>60010</td> <td>G</td> <td></td> <td>1705.75</td> <td>M</td> <td>1</td> </tr> <tr> <td>-</td> <td>0999 888888888</td> <td>09/30/2006</td> <td>09/30/2006</td> <td>60120</td> <td>G</td> <td>FICA</td> <td>102.06</td> <td>M</td> <td>1</td> </tr> <tr> <td>-</td> <td>0999 888888888</td> <td>09/30/2006</td> <td>09/30/2006</td> <td>60140</td> <td>G</td> <td>HLT00</td> <td>169.50</td> <td>M</td> <td>1</td> </tr> <tr> <td>-</td> <td>0999 888888888</td> <td>09/30/2006</td> <td>09/30/2006</td> <td>60120</td> <td>G</td> <td>MCARE</td> <td>23.87</td> <td>M</td> <td>1</td> </tr> </tbody> </table>	Act Agcy	SSN	PP Accted In Date	PP End Date	Object Code	Amt Ty	DedTax Code	Amount Distributed	P F	Pin Win	(D)										-	0999 888888888	09/30/2006	09/30/2006	60010	G		1705.75	M	1	-	0999 888888888	09/30/2006	09/30/2006	60120	G	FICA	102.06	M	1	-	0999 888888888	09/30/2006	09/30/2006	60140	G	HLT00	169.50	M	1	-	0999 888888888	09/30/2006	09/30/2006	60120	G	MCARE	23.87	M	1
Act Agcy	SSN	PP Accted In Date	PP End Date	Object Code	Amt Ty	DedTax Code	Amount Distributed	P F	Pin Win																																																			
(D)																																																												
-	0999 888888888	09/30/2006	09/30/2006	60010	G		1705.75	M	1																																																			
-	0999 888888888	09/30/2006	09/30/2006	60120	G	FICA	102.06	M	1																																																			
-	0999 888888888	09/30/2006	09/30/2006	60140	G	HLT00	169.50	M	1																																																			
-	0999 888888888	09/30/2006	09/30/2006	60120	G	MCARE	23.87	M	1																																																			

Note: BP (shown) search by SSN; BR (not shown) search by payroll number.

PA

FMMIS02 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/21/2006																																
PHPSDE1B PHPSDEBM Browse Position Default Account Dist 04:14 PM																																
Actions: (D)																																
<table border="1"> <thead> <tr> <th>Act nbr</th> <th>Agency PIN Number</th> <th>Fiscal Year</th> <th>Effective Start Date</th> <th>Effective End Date</th> <th>Appr Req</th> <th>Last Pay Posted Date</th> <th>Update Userid</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>0999</td> <td>1</td> <td>2006</td> <td>07/01/2005</td> <td>06/30/2025</td> <td>A</td> <td>06/30/2006 PHPCQT2T</td> </tr> <tr> <td>-</td> <td>0999</td> <td>1</td> <td>2007</td> <td>07/01/2006</td> <td>06/30/2025</td> <td>A</td> <td>09/30/2006 PHPCQT2T</td> </tr> <tr> <td colspan="8" style="text-align: center;">*** End of Data ***</td> </tr> </tbody> </table>	Act nbr	Agency PIN Number	Fiscal Year	Effective Start Date	Effective End Date	Appr Req	Last Pay Posted Date	Update Userid	-	0999	1	2006	07/01/2005	06/30/2025	A	06/30/2006 PHPCQT2T	-	0999	1	2007	07/01/2006	06/30/2025	A	09/30/2006 PHPCQT2T	*** End of Data ***							
Act nbr	Agency PIN Number	Fiscal Year	Effective Start Date	Effective End Date	Appr Req	Last Pay Posted Date	Update Userid																									
-	0999	1	2006	07/01/2005	06/30/2025	A	06/30/2006 PHPCQT2T																									
-	0999	1	2007	07/01/2006	06/30/2025	A	09/30/2006 PHPCQT2T																									
*** End of Data ***																																

JE/CR

FMMIS02 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM								12/21/2006
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance								04:03 PM
								2 more >
Act	Budg	PO	PO / JV	Ln	Amount	Error	Pay Roll	
(D)	Yr	JV	Number	No		Ind	Run Number	
-	2007	JV	PR070228417	1	90,492.07		2637	
-	2007	JV	PR070228417	2	10,225.58		2637	
-	2007	JV	PR070228417	3	6,714.10		2637	
-	2007	JV	PR070228417	4	6,780.00		2637	
-	2007	JV	PR070228417	5	180.30		2637	
-	2007	JV	PR070228418	1	146.32		2635	
-	2007	JV	PR070228418	2	11.19		2635	
-	2007	JV	PR070228225	1	283.33		2631	
-	2007	JV	PR070228225	2	32.00		2631	

Note: JE (shown) lists by payroll run number; CR (not shown) lists by mass change/cost reallocation run number.

EE/CE

FMMIS02 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM								12/18/2006
PHPSJV3B PHPSJV3M Browse Journal Entry/Encumbrance Errors								04:03 PM
								2 more >
Act	BgT	PO	PO / JV	Ln	Amount		Errors	
(D)	Yr	JV	Number	No				

Note: EE (shown) by payroll run number; CE by mass change/cost reallocation run number.

BD/PR

FMMIS02 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM									12/21/2006
PHPSAE1B PHPSAE1M Browse SPAHRS Documents									04:10 PM
									3 more >
Reject	Budgt	Payroll	PO	PO/JV	Line	Post	Pay Period	Pay	
SAAS	Yr	Run Number	JV	Number	Num	Date	End Date	Freq	
	2007	2614	JV	PR070226744	1	09/20/2006	09/30/2006	M	
	2007	2614	JV	PR070226744	2	09/20/2006	09/30/2006	M	
	2007	2614	JV	PR070226744	3	09/20/2006	09/30/2006	M	
	2007	2614	JV	PR070226744	4	09/20/2006	09/30/2006	M	
	2007	2614	JV	PR070226744	5	09/20/2006	09/30/2006	M	
						*** End of Data ***			

On-Line Submit of Batch Programs (BS) and Generate SAAS Reports (R1)

The On-Line Submit of Batch Programs and the Generate SAAS Reports screens provide a means of printing reports, downloading and uploading data relative to the Generate SAAS process.

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

Press ENTER.	
3. Choose one of the following from the Generate SAAS Transactions menu: BS (On-Line Submit of Batch Programs) OR R1 (Generate SAAS Reports)	
4. Press ENTER.	The On-Line Submit of Batch Programs OR Generate SAAS Reports screen will appear.

On-Line Submit of Batch Programs

BS

```

FMMIS02  FMV5  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  12/18/2006
PHPSBT1D  PHPSBT1M  On-Line Submit of Batch Programs  02:28 PM
                                                    3 more >

1.  Cost Reallocation Preliminary
2.  Cost Reallocation Preliminary – Multiple Pay Periods
3.  Cost Reallocation Final
4.  Cost Reallocation Final – Multiple Pay Periods
5.  Mass Change After Redistribute Preliminary
6.  Mass Change After Redistribute Final
7.  Cost Reallocation / Mass Change Expenditures Balancing Report

Enter Number of Batch Job to Submit :  ___

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

```

Additional programs/reports are identified with the use of the PF11 function key. Press PF 10 to view previous screen.

```

PHFNC26  PHVC  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  08/28/2007
PHPSBT1D  PHPSBT4M  On-Line Submit of Batch Programs  03:49 PM
< 1 more                                                    2 more >

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

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

```

```

PHFNC26 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2007
PHPSBT1D PHPSBT8M On-Line Submit of Batch Programs 04:29 PM
< 2 more 1 more >
█

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

Enter Number of Batch Job to Submit: ___

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

```

Generate SAAS Reports (R1)

R1

```

FMMIS02 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2006
PHPSBT2D PHPSBT2M Generate SAAS Reports 02:28 PM
2 more >

1. Monthly & YTD Expenditures and Encumbrances by Fund
2. Monthly & YTD Expenditures and Encumbrances by Org
3. Monthly & YTD Expenditures and Encumbrances by Sub-Org
4. Monthly & YTD Expenditures and Encumbrances by Activity Code
5. Monthly & YTD Expenditures and Encumbrances by Reporting Category
6. Monthly & YTD Expenditures and Encumbrances by Location
7. Monthly & YTD Expenditures and Encumbrances by Project Number
8. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-1
9. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-2
10. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-3

Enter Number of Batch Job to Submit : ___

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

```

Additional programs/reports are identified with the use of the PF11 function key. Press PF 10 to view previous screen.

```
PHFNC26 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/28/2007
PHPSBT2D PHPSBT3M Generate SAAS Reports 04:31 PM
< 1 more 1 more >

11. Detail Employee Expenditures by Fund, Org, Pay Period
12. Detail Employee Expenditures by Sub-Org, Pay Period
13. Detail Employee Expenditures by Activity Code, Pay Period
14. Detail Employee Expenditures by Project Number, Pay Period
15. Detail Employee Expenditures by Reporting Category, Pay Period
16. Detail Employee Expenditures by Location, Pay Period
17. Detail Employee Expenditures by Agency-Defined-1
18. Detail Employee Expenditures by Agency-Defined-2
19. Detail Employee Expenditures by Agency-Defined-3
20. Personnel Service Contract (Budget to Actual Expenditures for BFY)
21. Personnel Service Contract Expenditures by BFY, Service Type
22. Personnel Service Contract Expenditures by BFY, Vendor
23. Personnel Service Contract (Budget to Actuals for Entire Life of Ctct.)

Enter Number of Batch Job to Submit: __

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

Your Action ...	System Response ...
5. Input the number of the program to be generated in the Enter Number of Batch Job to Submit field.	
6. Press ENTER.	An input form is generated on the screen.

```

FMMIS02  FMV5  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  12/18/2006
PHPSBT1D PHPSBT1M      On-Line Submit of Batch Programs      02:28 PM
                                     3 more >

>SPAHRS *Agency .:  _____
>Pay Period End Date:  _____

1.  Cost Reallocation Preliminary
2.  Cost Reallocation Preliminary – Multiple Pay Periods
3.  Cost Reallocation Final
4.  Cost Reallocation Final – Multiple Pay Periods
5.  Mass Change After Redistribute Preliminary
6.  Mass Change After Redistribute Final
7.  Cost Reallocation / Mass Change Expenditures Balancing Report
    
```

Your Action ...	System Response ...
7. Input the 4-character SPAHRS agency code and the Pay Period End Date .	
8. Press ENTER.	A Batch Job Submission screen will appear.
9. Verify printer destination and sysout class.	
10. Press ENTER.	Job submitted successfully.

SAAS On-line Batch Status (SB)

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

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

SB

FMMIS02 FMV5 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/18/2006		PHPSA11D PHPSA11M SAAS On-Line Batch Status 02:28 PM													
Action : __ (C, D, N) Payroll Certified By: NNPH002 - Final Run -															
*Payroll Run Number : 2614_____ SPAHRS Agency : 0999 SAAS Agency : 999		Pay Freq: M Entries in error :													
JV Sent: 09/19/2006 3:25 PM		JV Posted: 09/20/2006 1:28 PM													
<table border="0"> <tr> <th colspan="2">General Fund</th> <th colspan="2">Special Fund</th> </tr> <tr> <th>Fund</th> <th>Pin Amount</th> <th>Win Amount</th> <th>Win Amount</th> </tr> <tr> <td></td> <td></td> <td>Fund 3999</td> <td>Pin Amount 4,317.76</td> </tr> </table>		General Fund		Special Fund		Fund	Pin Amount	Win Amount	Win Amount			Fund 3999	Pin Amount 4,317.76		
General Fund		Special Fund													
Fund	Pin Amount	Win Amount	Win Amount												
		Fund 3999	Pin Amount 4,317.76												
Totals :		4,317.76													
Direct Command:_____															
Enter--PF1----PF2----PF3----PF4----PF5----PF6----PF7----PF8----PF9----PF10---PF11----PF12-----															
Help Main End Note Bkwd Fwd Quit															

Your Action ...	System Response ...
4. Enter the following: Display in the action field Payroll Run Number SPAHRS Agency Code SAAS Agency Code Pay Freq:	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order.

Rollover Tables (RT)

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

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main menu. 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 RT (Rollover Tables) from the Generate SAAS Transactions menu. Press ENTER.	The Rollover Tables screen will appear.

RT

```

FMMIS02  FMV5  STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM  12/18/2006
PHPSRO1D PHPSRO1M  Rollover Tables  02:28 PM

*Agency : 0999  Previous Budget Fiscal Year: 2006

          SPAHRS Validation Tables  N
          User Expansion Tables  N
          Position Default Distributions  N

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

Your Action ...	System Response ...
4. Input the Previous Fiscal Year from which the new data should be copied.	
5. Input Yes for any tables/screens that should be populated during the current fiscal year. No is defaulted.	
6. Press ENTER.	The Batch Job Submission screen will appear.
7. Verify/input destination and sysout class fields.	
8. Press ENTER.	Job submitted successfully.

Cost Reallocation/Mass Change and Travel Cost Reallocation/Mass Change (CM/TC)

Payroll and travel costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a payroll/travel run has been processed to appropriate accounting codes via the 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. If a cost reallocation/mass change record has been set up in the general cost reallocation/mass change screens, it is not necessary to set up duplicate records in the travel cost reallocation/mass change screens.

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

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

Steps to Cost Reallocation Process

Input and approve MCA/CRA Screen (PA→GS→CM/TC→DR).

Generate SAAS Screen

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

Code: __

Direct Command: _____

Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Help Main End Quit

Cost Reallocation/Mass Change Screen (CM)

```

FMMIS02 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/13/2005
PHIMAINU PHIMAINM Cost Reallocation / Mass Change Menu 02:36 PM

Code Description FastPath
CB Browse Cost Reallocation Distributions REALB
CR Cost Reallocation REAL
CP Cost Reallocation by Percentage REPC
MB Browse Mass Change Distributions MSB
M1 Mass Change Before Posting MSCB
M2 Mass Change after Posting MSCP
DR Maintain MCA/CRA Status MRLD
BR Browse MCA/CRA Status BRLD

Code: __

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

Maintain 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 a single period or multiple periods up to three pay cycles. Cost Reallocation or a Mass Change After cannot be processed without this screen approval. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

Maintain MCA/CRA Status Screen (DR)

```

FMMIS02 FMV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/15/2005
PHPCMC1D PHPCMC1M Maintain MCA/CRA Status 02:10 PM

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

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

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

Date Send to SAAS.....:

Date Posted in SAAS.....:

Re-allocation Run Number :

Preliminary Run Required :

Last Update User.....:
Last Update Date/Time...: 01/02/0000 12:00:00.0 AM

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....
1. Choose PA (Payment) from the Main menu. Press ENTER.	The Payment menu will appear.
2. Choose GS (Generate SAAS) from the Payment menu. Press Enter.	The Generate SAAS menu will appear.
3. Choose CM/TC (Cost Reallocation/Mass Change) from the Generate SAAS menu.	The Cost Reallocation/Mass Change or the Travel Cost Reallocation/Mass Change menu will appear.
4. Choose DR (Maintain MCA/CRA Status) from the Cost Reallocation/Mass Change menu.	The Maintain MCA/CRA Status or Travel MCA/CRA Status screen will appear.
<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). Type: Enter C for Cost Reallocation status set up or M for Mass Change After set up. *To Date: Enter the pay period end date of the period for redistribution. Press ENTER.</p>	Fields will be highlighted for additional data entry.
<p>6. Input the following fields:</p> <p>From Date Approval Ind = Y Press ENTER.</p>	MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.
<p>7. The following fields are updated when preliminary and final runs are processed:</p> <p>Seq: The sequence number for this screen. If additional runs needed for the same Pay period change sequence number with a Modify action. Date Send to SAAS: Date JV's are sent to the SAAS Suspense file. Date Posted in SAAS: Date JV's are updated to SAAS General Ledger. 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. Preliminary Run Required: Automatically set to Yes. Once a clean preliminary has been run, the system will change the indicator to a No. Last Update User: The user ID of last to update data affecting this screen. Last Update Date/Time: The date and time of last update affecting this screen.</p>	

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu. Press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS) from the Payment Menu. Press ENTER.	The Generate SAAS menu will appear.
3. Choose CM (Cost Reallocation/Mass Change) from the Generate SAAS Menu. Press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose CR (Cost Reallocation) or CP (Cost Reallocation by Percentage) or TC (Travel Cost Reallocation by Percentage) from the Cost Reallocation/Mass Change Menu. Press ENTER.	The Cost Reallocation by Hours, Cost Reallocation by Percentage or Travel Cost Reallocation by Percentage screen will appear.
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>*Agency: Enter the four-digit agency number. Pay Period: Enter the Pay Period End date for which the reallocation should occur. Worker Type: Enter P for position employee; Enter W for WIN employee. *PIN/WIN: Enter the position or worker number of the employee. *SSN: Enter the social security number of the employee. Pay Freq: (for payroll only) Enter the code for the frequency to be redistributed. (i.e. M=Monthly; K=Contract Worker biweekly delayed; P=supplemental. Travel Type: (for travel only) Enter the code for the travel type. IS=In State; OS=Out of State; OC=Out of Country.</p> <p>Press ENTER.</p>	The screen will be highlighted for additional data entry.
<p>1. Input the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year. Must be open. Pgm: Enter the two-digit program number. *FS: Enter Federal, General, or Other to indicate the funding source. *Fund: Enter the four-character fund code. *Actv: Enter the four-character activity code. *Org: Enter the four-character organization code. *Sb Org: Enter the two-character sub-organization code, if applicable.</p>	

Your Action...	System Response...
<p>*Rptg Cat: Enter the four-character reporting category code. *Project Number: Enter the eight-character project number, if applicable. *Loc: Enter the location code, if applicable. *Sb Obj: Enter the two-character sub-object code, if applicable. *Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields, if desired. Hours Dist: Enter the hours to be reallocated to this account distribution. NOTE: The total hours distributed must equal the number of hours reported for this pay period. (See timesheet information (RT→ET)).</p> <p>OR</p> <p>Percent Distrib: Enter the percentage to be reallocated to this account distribution. NOTE: The total percentage must equal 100%.</p> <p>Press ENTER.</p>	<p>The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours/total percent.</p>

Request Cost Reallocation Preliminary (PA→GS→BS→1 or 2 for payroll or PA→GS→TC→TR for travel).

```

PHFNC26 PHV8 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/30/2007
PHPSBT1D PHPSBT1M On-Line Submit of Batch Programs 04:01 PM
3 more >

1. Cost Reallocation Preliminary
2. Cost Reallocation Preliminary - Multiple Pay Periods
3. Cost Reallocation Final
4. Cost Reallocation Final - Multiple Pay Periods
5. Mass Change After Redistribute Preliminary
6. Mass Change After Redistribute Final
7. Cost Reallocation / Mass Change Expenditures Balancing Report

Enter Number of Batch Job to Submit: __

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

```

Submit **1** for a **single** Pay Period or **2** for **multiple** Pay Periods.

1. View Journal Entry/Encumbrance screen (PA→GS→BM→JE).
2. If distribution is not correct, repeat any of the above steps as necessary.
3. If distribution is correct Request Cost Reallocation Final (PA→GS→BS→3 or 4 for payroll or PA→GS→TC→TR for travel). NOTE: Only one final allowed. Another final cannot be resubmitted.
4. Redistribution journal vouchers are created.

Submit request for the Cost Reallocation/Mass Change Expenditures Balancing Report. (PA→GS→BS→7). This report details the debits and credits by object code, expenditure type, and general fund entries for 2999 using account code 29000.

Travel Cost Reallocation/Mass Change Screen (TC)

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FMMIS02 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/13/2005
PHIMAINU PHIMAINM Travel Cost Reallocation / Mass Change Menu 02:36 PM

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

Code: __

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

```

Browse Cost Reallocation Distributions Screen (CB/TB)

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

FMMIS02 FMV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/13/2005						
PHPSCD9B PHPSCD9M Browse Cost Reallocation Distributions 02:37 PM						
Action (D,M)	PPEnd	Realloc	Realloc	Err	Realloc	Pin
Act Agcy SSN	Date	Date	Post Date	Appr Ind	Run#	Win
-----	-----	-----	-----	-----	-----	-----
_ 9999 878889999	09/30/2005	09/27/2005	09/27/2005	A	500000829	296
*** End of Data ***						
Agency: 9999 *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...
1. Choose PA (Payment) from the Main menu. Press ENTER.	The Payment menu will appear.
2. Choose GS (Generate SAAS) from the Payment Menu. Press ENTER.	The Generate SAAS menu will appear.
3. Choose CM/TC (Cost Reallocation/Mass Change; Travel Cost Reallocation/Mass Change) from the Generate SAAS Menu. Press ENTER.	The Cost Reallocation/Mass Change or the Travel Cost Reallocation/Mass Change menu will appear.
4. Choose CB/TB (Browse Cost/Browse Travel Cost Reallocation Distributions) from the Cost Reallocation/Mass Change Menu.	The Browse Cost Reallocation Distributions or the Browse Travel Cost Reallocation Distributions screen will appear.
5. Enter the four-character SPAHRS agency number. Press ENTER.	If Cost Reallocation has been entered, system inferred data appears.
6. The following fields are inferred: Agcy: The four-character SPAHRS agency code. SSN: The social security number of the employee for which the distribution has been set up.	

Your Action...	System Response...
<p>PPend Date: The pay period end date applicable to the reallocation.</p> <p>Realloc Date: The date the reallocation was processed by SPAHRS.</p> <p>Realloc Post Date: The date the reallocation was updated in SAAS.</p> <p>Appr: The approval code of the cost reallocation.</p> <p>Err Ind: The code signifying that an error has occurred in processing the reallocation.</p> <p>Realloc Run#: The system assigned run number unique to the Cost Reallocation process. This number always begins with 500 million.</p> <p>PIN/WIN: The position or worker number of the employee associated with the Cost Reallocation.</p>	
<p>7. Enter Display or Modify in the Action field. Press ENTER.</p> <p>NOTE: Modification not allowed once transactions have been updated in SAAS.</p>	<p>The Cost Reallocation, Cost Reallocation by Percentage or the Travel Cost Reallocation by Percentage screen will appear.</p>

Mass Change

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

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main menu. Press ENTER.</p>	<p>The Payment menu will appear.</p>
<p>2. Choose GS (Generate SAAS) from the Payment Menu. Press ENTER.</p>	<p>The Generate SAAS menu will appear.</p>
<p>3. Choose CM/TC (Cost Reallocation/Mass Change; Travel Cost Reallocation/Mass Change) from the Generate SAAS Menu. Press ENTER.</p>	<p>The Cost Reallocation/Mass Change or the Travel Cost Reallocation/Mass Change menu will appear.</p>
<p>4. Choose M1 (Mass Change Before) or M2 (Mass Change After)</p>	<p>The Cost or Travel Reallocation/Mass Change Before or After Posting screen will appear.</p>

M1/M2

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NNPH003 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/21/2006
PHPSMC1D PHPSMC1M Mass Change Before Posting 04:49 PM

*Action: _ (C,D,N) *Agency: 0999 Pay Period: 11162006 (MMDDYYYY) *Freq: T

#Old *Program No.: 01 #New Program No.: 01 1__ of 1
#Distr: Fund Source.: O #Distr: Fund Source.: O
Fund.....: 3843 *Fund.....: 3843
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.: 2006 Budget Year.: 2007
Last Upd Tm: 11/09/2006 1:41:07.0 PM Last Upd UID: NNPH003 Approval: A
Direct Command: _____
    
```

Your Action ...	System Response ...
<p>5. Enter the following:</p> <p>Action: Add (new record) or Modify (existing record). Agency: the 4-character agency number. Pay Period: the pay period to which the change should be applied. Freq: the payroll frequency applicable to the change. NOTE: this field for the Travel Mass Change screens defaults to T for Travel and cannot be changed.</p>	
<p>6. Press ENTER.</p>	
<p>7. Input or change the following old and new distribution codes:</p> <p>Program No: the program number of distribution must be an SPB approved code. Fund Source: Federal, General, or Other Fund: the 4-digit fund number Budget Year: the budget year in YYYY format Any other field coding required by your agency.</p>	
<p>8. Press Enter.</p>	<p>Mass change added/modified successfully</p>

Mass Change / Cost Reallocation Browse Screens (MB/BR)

The Browse Mass Change Distributions, Browse Travel Mass Change Distributions, Browse MCA/CRA Status, and the Travel Browse MCA/CRA status allow for the viewing of a list of Mass Change and Cost Reallocation previously entered 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. Press ENTER.	The Payment menu will appear.
2. Choose GS (Generate SAAS) from the Payment Menu. Press ENTER.	The Generate SAAS menu will appear.
3. Choose CM/TC (Cost Reallocation/Mass Change; Travel Cost Reallocation/Mass Change) from the Generate SAAS Menu. Press ENTER.	The Cost Reallocation/Mass Change or the Travel Cost Reallocation/Mass Change menu will appear.
4. Choose MB/BR (Browse Mass Change/Browse Travel Mass Change Distributions; Browse / Travel MCA/CRA Status) from the Cost Reallocation/Mass Change Menu or the Travel Cost Reallocation/Mass Change Menu. Press ENTER.	The applicable browse screen will appear.

MB

NNPH003 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/21/2006							
PHPMCD1B PHPMCD1M Browse Mass Change Distributions		04:49 PM							
(D,M) Act Agcy	Mass Change Date	Pay Seq Frq	Bef Nbr	Aft Aft	Mass Change Send Date	Mass Change Posted Date	Appr Ind	Err Ind	Reallocation Run Number
_ 0999	09/26/2002	T	1	B					
_ 0999	07/23/2004	P	1	B					
_ 0999	12/23/2004	T	1	B					
_ 0999	07/08/2005	K	1	B					
_ 0999	11/16/2006	T	1	B				A	
*** End of Data ***									
Before/After Ind: B (B/A)		Agency: 0999		Mass Change Date: _____ (EM=MMDYYYY)					
Pay Frequency: _									

BR

NNPH003 FMV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		12/21/2006				
PHPCMC2B PHPCMC2M Browse MCA/CRA Status		04:50 PM				
Action: (D,M) Act Agcy Type	To PP Date	Seq	From PP Date	Sent Date	Post Date	MCA/CRA Number
*** End of Data ***						
Agency: 0999		Type (C/M): _		*TO Date: _____ (MMDYYYY)		