
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6315	SPAHRs PR Generate SAAS/ SAAS Tables	Date: 06/01/2015
		Version: 1

Table of Contents

Objective.....	3
Outcome	3
Overview.....	3
MAGIC Payroll Interface	3
SAAS Tables	3
SAAS Tables Group 1.....	3
SAAS Agency Table.....	4
SAAS Activity Table	6
SAAS Location Table	9
SAAS Fund Table	11
SAAS Organization Table	13
SAAS Sub-Organization Table.....	15
SAAS Object Table	17
SAAS Object Class Table	19
SAAS Reporting Category Table.....	21
SAAS Bank Account Table.....	23
SAAS Tables Group 2.....	25
SAAS Vendor Table	25
SAAS Vendor Table by Name	28
SAAS/MAGIC Vendor Cross Walk Table	30
SAAS/MAGIC G/L Account Code Cross Walk Table	31
SAAS Electronic Fund Transfer Table.....	32
SAAS Agency Project Table.....	35
SAAS Project Budget Line Inquiry Table	37

Objective

Develop an understanding of how to enter codes into the SAAS Tables in SPAHRS

Outcome

The ability to initiate the process of the SAAS tables in SPAHRS and MAGIC transactions related to payroll programs.

Overview

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

MAGIC Payroll Interface

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

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

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

SAAS Tables

SAAS Tables have been created in SPAHRS to allow users with proper access to initiate, display, or modify tables as needed.

SAAS Tables Group 1

SAAS Tables Group 1 has been created in SPAHRS to allow users who have proper access to initiate, display, or modify tables as needed.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.

FMSAS23	PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/23/2015
PHIMAINU	PHIMAINM	SAAS Tables Group 1 Menu	01:36 PM
Code	Description	FastPath	
AG	SAAS Agency Table	SAGCY	
AC	SAAS Activity Table	ACTV	
LO	SAAS Location Table	ALOC	
FU	SAAS Fund Table	FUND	
OR	SAAS Organization Table	ORGN	
SU	SAAS Sub-Organization Table	SORG	
OB	SAAS Object Table	OBJT	
OC	SAAS Object Class Table	OCLS	
RC	SAAS Reporting Category Table	RPTG	
BA	SAAS Bank Account Table	BANK	
Code: __			
Direct Command: _____			
Enter-PF1---	PF2---	PF3---	PF4---
PF5---	PF6---	PF7---	PF8---
PF9---	PF10--	PF11--	PF12---
Help	Main	End	Quit

SAAS Agency Table

This table is maintained by OFM and defines valid agency codes. Agencies will have display only.

Your Action...	System Response...
4. Choose AG (SAAS Agency Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Agency Table will appear.

FMSAS23 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			03/23/2015
PHAGCY1B PHAGCY1M	SAAS Agency Table			01:43 PM
Actions: (A,D,M,P)				
	Budget			
Act	Year	Agency	Agcy Name	Short Name
---	---	---	-----	-----
-	2015	001	SENATE	MS ST SENATE
-	2015	002	HOUSE OF REPRESENTATIVES	ST HOUSE REP
-	2015	003	LEGISLATIVE JOINT OPERATION	LEG JOINT OP
-	2015	021	PEER	LEG OFF PEER
-	2015	022	JOINT LEG REAPPORTIONMENT	JT LEG REAPP
-	2015	025	LEGISLATIVE BUDGET OFFICE	LEG BUD OFF
-	2015	051	SUPREME COURT	SUPREME CRT
-	2015	071	ATTORNEY GENERAL	OFF ATTY GEN
-	2015	087	FINANCE AND ADMINISTRATION	CEN ADM ACCT
-	2015	091	OFF OF STATE PUBLIC DEFENDER	ST PUB DEFEN
-	2015	095	ETHICS	ETHICS COMM
Budget Year: 2015 Agency: 001				
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Agency Table screen will appear.

FMSAS23 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			03/23/2015
PHAGCY1D PHAGCY2M	Maintain SAAS Agency Table			02:08 PM
*Action: A (A,C)				
Budget Year: ____ Agency: ____				
Agency Name.....: _____				
Agency Short Name.....: _____				
Agency Manager Name...: _____				
Agency Address.....: _____				
: _____				
: _____				
Agency Phone Number...: _____				
Rept Cat Req Flag.....: -				
Check Activity.....: -				
Last Update Date/Time:				
Last Update Program..:				
Last Update User.....:				
Direct Command: _____				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----				
Help Main End Quit				

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Agency Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Agency Short Name: Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Agency Manager Name: Optional. Enter the name exactly as it to appear on reports.</p> <p>Agency Address: Optional. Enter the address of the agency.</p> <p>Agency Phone Number: Optional. Enter the phone number for the agency.</p> <p>Rept Cat Req Flag: Optional. This field defines the reporting category codes. Valid values are: "Y" or "N."</p> <p>Check Activity: Required. Enter 'Y' or 'N.'</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Agency added/ displayed successfully.</p>

SAAS Activity Table

An activity is an account code that is identified for budgeting and/or reporting purposes. Activities can cut across agency and fund boundaries; *i.e.*, more than one agency can spend money for the same activity, and more than one fund can supply money for the same activity.

This table is maintained by Agencies.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose AC (SAAS Activity Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Activity Table will appear.

FMSAS23 PHV2	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/14/2015									
PHACTV1B PHACTV1M	SAAS Activity Table	01:52 PM									
Actions: (A,D,M,P)											
Act	Budget Year	Activity	Name	Short Name							
-	2015	w200	Black Bass (dwfp lakes)	bass wfp							
-	2015	ADVN	ADVANCE PAYMENTS	ADVANCE PYMT							
-	2015	AD00	DECD-SUPPORT SERVICES	DECD-SUPPORT							
-	2015	ALHO	ALTERNATIVE HOUSING PILOT PROG	ALT HOUSING							
-	2015	AR01	STP 0233(13)B								
-	2015	AR02	BR 0026(7)B								
-	2015	AR03	BR 0029(27)B								
-	2015	AR04	APL 0047(32)B								
-	2015	AR05	STP 2714 1 B								
-	2015	AR06	PLH 0275 16 B								
-	2015	AR07	MS 112 068 1 B								
Budget Year: ____ Activity: ____											
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Activity Table screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/14/2015
PHACTV1D PHACTV2M Maintain SAAS Activity Table 02:18 PM

*Action: A (A,C)

    Budget Year: ____ Activity: ____

    Activity Name.....: _____
    Activity Short Name..: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Activity: Required. If adding a new record, enter a unique code.</p> <p>Activity Name: Optional. However, there will be no descriptions on reports for the activity if this field is left blank.</p> <p>Activity Short Name: Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>ACTV added/displayed successfully.</p>

SAAS Location Table

This table is maintained by Agencies and defines valid Location codes.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose LO (SAAS Location Table) from the SAAS Tables Group 1 Menu and press ENTER	The SAAS Location Table screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2015
PHALOC1B PHALOC1M SAAS Location Table 02:17 PM

Actions: (A,D,M,P)
Budget
Act Year Agency Location Location Name
-----
- 2015 YYY TEST MMRS
- 2015 051 RRSC GOV DISCRETIONARY ARRA GRANT
- 2015 071 MSAG MS ATTORNEY GENERAL'S OFFICE
- 2015 101 RRBB GOVERNOR'S OFFICE-ARRA
- 2015 107 5100 PLANNING-PUBLIC SAFETY
- 2015 130 01AR DFA - SFSF
- 2015 130 01ED DFA - EDUCATION JOBS GRANT
- 2015 130 01RR DFA -SFSF
- 2015 130 02AR DFA - SFSF
- 2015 155 10RR STATE AUDITORS OFFICE ARRA
- 2015 171 3178 ARRA FUNDS

Budget Year: ___ Agency: ___ Location: ___
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Location Table screen will appear.

```

FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2015
PHALOC1D PHALOC2M Maintain SAAS Location Table 02:19 PM

*Action: A (A,C)

Budget Year: ____ *Agency: ____ Location: ____

Location Name.....: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Location: Required. The code used to identify a specific location.</p> <p>Location Name: Optional. Description used to identify the location code.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Location added/displayed successfully.</p>

SAAS Fund Table

This table is maintained by OFM and defines codes for all funds in the financial system. Agencies will have display only.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose FU (SAAS Fund Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Fund Table will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/20/2015				
PHFUND1B PHFUND1M	SAAS Fund Table	09:35 AM				
Actions: (A,D,M,P)						
Act	BY	Fund	Agency	Appr Unit	Name	Short Name
—	2015	X101	XXX	XXXX	COMPILATION LEVEL ADJUSTMENTS	CLA
—	2015	X11A	XXX	XXXX	SENATE	
—	2015	X11B	XXX	XXXX	HOUSE OF REPRESENTATIVES	
—	2015	X11C	XXX	XXXX	LEG OFC OF PERFORM EVAL & EXPE	
—	2015	X11D	XXX	XXXX	LEGISLATIVE BUDGET OFFICE	
—	2015	X11E	XXX	XXXX	ETHICS COMMISSION	
—	2015	X11F	XXX	XXXX	GOVERNORS OFFICE	
—	2015	X11H	XXX	XXXX	SECRETARY OF STATE	
—	2015	X11J	XXX	XXXX	DEPT OF AUDIT	
—	2015	X11K	XXX	XXXX	FISCAL MGMT BOARD	
—	2015	X11M	XXX	XXXX	COMPILATION LEVEL ADJUSTMENTS	
Budget Year: _____ Fund: _____						
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Fund Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/20/2015
PHFUND1D PHFUND2M Maintain SAAS Fund Table 09:36 AM

*Action: A (A,C)

    Budget Year: ____ Fund: ____

*Agency.....: ____
Appr Unit.....: ____
Fund Name.....: _____
Fund Short Name.....: _____
Fund Type.....: -

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Fund: Required. Enter the code for the fund associated with this organization.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Appr Unit: Required Enter the appropriation unit to be associated with this fund.</p> <p>Fund Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Fund Short Name: Optional. Code the name that should appear on reports when there is not enough room for the full name.</p> <p>Fund Type: Required. Must be: Federal, General, or Other.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: Fund added/displayed successfully.

SAAS Organization Table

This table is maintained by Agencies and defines valid organization codes and assigns agency/organization relationships.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose OR (SAAS Organization Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Organization Table will appear.

FMSAS23	PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM			04/20/2015
PHORGN1B	PHORGN1M	SAAS Organization Table			01:07 PM
Actions: (A,D,M,P)					
Act	BY	Agency	Organization	Org Name	Org Manager
–	2015	YYY	2000	BUSINESS SERVICES	
–	2015	003	2000	JOINT LEGISLATIVE OPERATIONS	ANN BRANDON
–	2015	003	2010	PRINT SHOP	ANN BRANDON
–	2015	003	2020	REFERENCE BUREAU	ANN BRANDON
–	2015	003	2030	COMPUTER TECHNICIANS/EQUIPMENT	ANN BRANDON
–	2015	003	2040	CAPITOL HOSTESSES	ANN BRANDON
–	2015	003	2045	NEW CAPITOL GIFT SHOP	MARJIE FANN
–	2015	003	2050	POST OFFICE	ANN BRANDON
–	2015	003	2060	BILL STATUS	ANN BRANDON
–	2015	003	2070	SWITCHBOARD OPERATORS	ANN BRANDON
–	2015	003	2080	OTHER	ANN BRANDON
Budget Year: ____ Agency: ____ Organization: ____					
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Organization Table screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/20/2015
PHORGN1D PHORGN2M Maintain SAAS Organization Table 01:08 PM

*Action: A (A,C)

    Budget Year: ____ *Agency: ____ Organization: ____

    Org Name.....: _____
    Org Manager.....: _____
    Sub Org SP.....: -

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Organization: Required. Enter the code for the Organization.</p> <p>Org Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Org Manager: Optional. Enter the name exactly as it is to appear on reports.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Organization added/displayed successfully.</p>

SAAS Sub-Organization Table

This table is maintained by Agencies and defines valid sub-organization codes and establishes organization/ sub-organization relationships.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose SU (SAAS Sub-Organization Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Sub-Organization Table will appear.

Act	BY	Agency	Organization	Sub Org	Sub-Org Name	Short Name
—	2015	YYY	2000	99	MAGIC	KW
—	2015	071	7065	10	DEPT OF JUSTICE-OVW	
—	2015	071	7065	20	DPS-SVAW	
—	2015	071	8030	10	ECONOMIC DEVELOPMENT	
—	2015	071	8030	11	FORESTRY	
—	2015	071	8030	12	GEOLOGISTS BOARD	
—	2015	071	8030	13	TORT CLAIMS BOARD	
—	2015	071	8030	14	VETERANS MEMORIAL STADIUM	
—	2015	071	8030	15	STATE PERSONNEL BOARD	
—	2015	071	8030	16	BD ENGINEERS & LAND SURVEYORS	
—	2015	071	8030	17	VETERANS HOME PURCHASE BD	

Actions: (A,D,M,P)

Budget Year: ___ Agency: ___ Organization: ___ Sub Org: ___

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 Add/Display in the action field and press ENTER.	The Maintain SAAS Sub-Organization Table screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/20/2015
PHSORG1D PHSORG2M Maintain SAAS Sub-Organization Table 02:09 PM

*Action: A (A,C)

Budget Year: ____ *Agency: ____ *Organization: ____ Sub-Org: ____

Sub-Org Name.....: _____
Sub-Org Short Name...: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>*Organization: Required. The fiscal year/agency/ organization code combination must exist on the Organization Table.</p> <p>Sub-Org: Required. Enter a sub-organization code to establish organization/ sub-organization relationships.</p> <p>Sub-Org Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Sub-Org Short Name: Optional. Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: Sub-Org added/displayed successfully.

SAAS Object Table

This table is maintained by OFM and defines the objects of expenditures that appear on accounting transactions. Agencies will have display only.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose OB (SAAS Object Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Object Table will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015	
PHOBT1B PHOBT1M SAAS Object Table 10:16 AM	
Actions: (A,D,M,P)	
Act	BY object object Class Object Name Short Name
---	----
-	2015 60000 A1 SALARIES/WAGES -GAAP ADJUSTMNT SALAR-ADJUST
-	2015 60010 A1 SALARIES AND WAGES SALAR./WAGES
-	2015 60015 A1 SPAHRS REFUNDS OF DEDUCTIONS SPAHRS REFDS
-	2015 60016 A1 SPAHRS UNDER WITHHELD DEDUCTIO SPAHRS UN DE
-	2015 60020 A1 DECEASED EMPLOYEE PAYMENTS DEC EMPL PAY
-	2015 60040 A1 OVERTIME SALARIES & WAGES OT SALER WAG
-	2015 60050 A1 PER DIEMS & FEES PER DIEMS
-	2015 60051 A1 PER DIEMS & FEES (SPAHRS) PER DIEMS
-	2015 60055 A1 PER DIEM FRINGE BENEFITS PER DIEM FRI
-	2015 60060 A1 TERMINAL PERSONAL LEAVE PAY TERM PER LEA
-	2015 60080 A1 AWARDS & BONUS SALARY AWARDS BONUS
Budget Year: ____ Object: ____	
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Object Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHOBT1D PHOBT2M Maintain SAAS Object Table 10:17 AM

*Action: A (A,C)

    Budget Year: ____ Object: ____

*Object Class.....: ____
Object Name.....: _____
Object Short Name....: _____

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

Direct Command: _____

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Object: Required. Enter the object number of expenditures that appear on accounting transactions.</p> <p>*Object Class: Required. Enter the object class for allotments.</p> <p>Object Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Object Short Name: Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Object added/displayed successfully.</p>

SAAS Object Class Table

This table is maintained by OFM and defines valid object class codes that are used when establishing expense budget transactions. Agencies will have display only.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose OC (SAAS Object Class Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Object Class Table will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015
PHOCLS1B PHOCLS1M	SAAS Object Class Table	12:23 PM
Actions: (A,D,M,P)		
Act	BY	Object Class
----	----	-----
—	2015	A1
—	2015	A2
—	2015	A3
—	2015	B
—	2015	C
—	2015	D1
—	2015	D2
—	2015	D3
—	2015	D4
—	2015	E
—	2015	X1
		Object Class Name

		PERSONAL SERVICES-SALARIES
		PERSONAL SERVICES-TRAVEL
		SASS TO SPAHRS
		CONTRACTUAL SERVICES
		COMMODITIES
		CAPITAL OUTLAY-OTHER
		CAPITAL OUTLAY-EQUIPMENT
		CAPITAL OUTLAY-VEHICLES
		CAP OUT-WIRELESS COMM DEVICES
		SUBSIDIES, LOANS AND GRANTS
		NEWLY CREATED
		Short Name

		PERSONAL SER
		TRAVEL
		TESTING
		CONTR. SERV
		COMMODITIES
		CAPT OUT-OTH
		CAPT OUT-EQP
		CAP OUT-VEH
		CO-WIRELESS
		SUBS, LOAN, GR
		NEW
Budget Year: ____ object class: ____		
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Object Class Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHOCLS1D PHOCLS2M Maintain SAAS Object Class Table 12:24 PM

*Action: A (A,C)

      Budget Year: ____ Object Class: ____

      Object Class Name.....: _____
      Object Cls Short Name: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Object Class: Required. Enter the object class for allotments.</p> <p>Object Class Name: Required. Enter the full name for the object class name.</p> <p>Object Cls Short Name: Required. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Object Class added/displayed successfully.</p>

SAAS Reporting Category Table

This table is maintained by Agencies to define general purpose reporting categories for individual agencies. Each agency chooses whether it wants to use the codes.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose RC (SAAS Reporting Category Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Reporting Category Table will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015		
PHRPTG1B PHRPTG1M	SAAS Reporting Category Table	12:35 PM		
Actions: (A,D,M,P)				
Act	BY	Agency	Rept Catg	Rep Catg Name
---	---	---	---	-----
-	2015	YYY	SST1	TABLE 1
-	2015	YYY	SST2	TABLE 2
-	2015	YYY	SST3	TABLE 3
-	2015	YYY	SST4	TABLE 4
-	2015	051	ILTA	IOLTA GRANT
-	2015	051	JETS	JETS GRANT
-	2015	051	NONE	NON GRANT EXPENDITURES
-	2015	051	RRSC	DISCRETIONARY GOVT SERVICES
-	2015	051	07DS	2007 CIP DATA SHARING
-	2015	051	07TR	2007 CIP TRAINING
-	2015	051	08BC	2008 CIP BASIC
Budget Year: ____ Agency: ____ Rept Category: ____				
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Reporting Category Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHRPTG1D PHRPTG2M Maintain SAAS Reporting Category 12:36 PM

*Action: A (A,C)

Budget Year: ____ *Agency: ____ Reporting Category: ____

Rept Category Name...: _____
Federal Percent.....: _____
State Percent.....: _____
Other Percent.....: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Reporting Category: Required. Enter a code that is unique within the agency.</p> <p>Rept Category Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Federal Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 80.0000 (80%) federally funded.</p> <p>State Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 20.0000 (20%) state funded.</p> <p>Other Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 0.0000 (00%) other funded.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p>	

Your Action ...	System Response ...
Last Update User: The system will populate the user ID of last update data affecting this screen.	
7. Press ENTER.	The system will display the following message: Rep Catg added/displayed successfully.

SAAS Bank Account Table

This table is maintained by OFM and defines codes for all the bank accounts maintained by the governmental entity. Agencies will have display only.

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 S1 (SAAS Tables Group 1) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 1 Menu will appear.
4. Choose BA (SAAS Bank Account Table) from the SAAS Tables Group 1 Menu and press ENTER.	The SAAS Bank Account Table will appear.

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHBANK1B PHBANK1M SAAS Bank Account Table 12:47 PM
Actions: (A,D,M,P)
Act BY Acct Code Bank Account Number Bank Account Name Bank Number Bank Name
- 2015 A1 500 0089790 AFDC DEPOSIT GUARANTY - A1
- 2015 B1 500 2009926 E & T DEPOSIT GUARANTY - B1
- 2015 C1 0128180364 DECCD REGIONS BANK - C1
- 2015 D1 500 0002766 DISREGARD DEPOSIT GUARANTY - D1
- 2015 E1 5002009926 E&T REGIONS BANK - E1
- 2015 F1 500 0074270 FOSTER CARE DEPOSIT GUARANTY - F1
- 2015 J1 500 2972487 JOBS DEPOSIT GUARANTY - J1
- 2015 M1 500 3021078 METSS DEPOSIT GUARANTY - M1
- 2015 M2 5003021078 METTS ACC 065305436 REGIONS
- 2015 P1 44444444
- 2015 R1 23401009 TREAS GEN AC 061036000 FEDERAL RESERVE BANK
Budget Year: _____ Bank Account Code: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- Help Main End Bkwd Fwd Quit

Your Action ...	System Response ...
5. Choose Add/Display in the action field and press ENTER.	The Maintain Bank Account Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHBANK1D PHBANK2M Maintain SAAS Bank Table 12:48 PM

*Action: A (A,C)

Budget Year: ____ Bank Account Code: __

Bank Account Number...: _____
Bank Account Name.....: _____
Bank Number.....: _____
Bank Name.....: _____

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Bank Account Code: Required. Enter the bank account code to be used by the automated disbursement process.</p> <p>Bank Account Number: Optional. Enter the account number assigned by the bank.</p> <p>Bank Number: Optional. Enter the routing and transit number (the FRD-ABA number) assigned to the bank holding this account.</p> <p>Bank Name: Optional. Enter the name of the bank holding this account.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Bank added/displayed successfully.</p>

SAAS Tables Group 2

SAAS Tables Group 2 has been created in SPAHRS to allow users who have proper access to initiate, display, or modify tables as needed.

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 S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.

Code	Description	FastPath
VE	SAAS Vendor Table	SVEND
VN	SAAS Vendor Table by Name	SVEND2
VX	SAAS/MAGIC Vendor Cross walk Table	VNCX
GL	SAAS/MAGIC G/L Account Code Cross walk Table	GLCX
EF	SAAS Electronic Fund Transfer Table	EFTT
AP	SAAS Agency Project Table	AGPR
PB	SAAS Project Budget Line Inquiry Table	PRBL

Code: __

Direct Command: _____

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

SAAS Vendor Table

This table is maintained by OFM and defines codes for all Vendors by vendor number. Agencies will have display only.

Your Action...	System Response...
4. Choose VE (SAAS Vendor Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS Vendor Table will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015				
PHVEND1B PHVEND1M	SAAS Vendor Table	01:03 PM				
Actions: (A,D,M)						
Act	Vendor Code	Vendor Name	Fed Id	Hold	EFT Flag	Misc Ind
-	VAQA100971	JAMES M. LOWERY	423766013	N	X	N
-	VAQA100991	WALDEAN PEASTER	565967535	N	X	N
-	VAQA101021	FLOYD LOWRY	587883748	N	X	N
-	VAQA101051	TRIPLE U FARM	800054343	N	X	N
-	VAQA101061	CECIL HAYCOCK	236483069	N	X	N
-	VAQA101081	CHARLES W. HILL	587199631	N	X	N
-	VAQA101091	NATHAN GIESBRECHT	587639499	N	X	N
-	VAQA101111	PHILLIPS BROTHERS FISH FARM	640645041	N	X	N
-	VAQA101121	JMES DINSMORE, JR.	587070987	N	X	N
-	VAQA101131	WAYNE K. SCHMIDT	441469263	N	X	N
-	VAQA101151	L & S FISH FARMS INC.	640919100	N	X	N
Vendor Code: _____						
Direct Command: _____						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Help Main End			Bkwd Fwd		Quit	

Your Action ...	System Response ...
5. Choose Add/Display in the action field and press ENTER.	The Maintain SAAS Vendor Table screen will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015
PHVEND1D PHVEND2M	Maintain SAAS Vendor Table	01:04 PM
*Action: A (A,C,D)		
Vendor Code.....:	_____	
Vendor Name.....:	_____	
Vendor Address.....:	_____	
City state Zip.....:	_____	
Vendor Phone Number..:	_____	
Vendor Contact.....:	_____	
Fed Id Number.....:	_____	
EFT Flag.....:	-	
Payment Hold Ind.....:	-	
Misc Vendor Ind.....:	-	
Last Update Date/Time:		
Last Update Program..:		
Last Update User.....:		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Help Main End Quit		

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Vendor Code: Required. Enter the 11-digit number to be added. Vendor number is either a “V” or an “S,” indicating a vendor or state employee.</p> <p>Vendor Name: Optional. Enter the Vendor's name exactly as it appears on the W-9.</p> <p>Vendor Address/ City State Zip: Required. Enter the vendor's complete address.</p> <p>Vendor Phone Number: Optional. Enter the vendor's phone number.</p> <p>Vendor Contact: Optional. Enter the contact name of the vendor's representative.</p> <p>Fed ID Number: Optional. Enter the TIN (99-9999999) or SSN (999-99-9999) of the vendor.</p> <p>EFT Flag: Required. Indicates that the vendor receives its payments electronically. The values are A (always EFT); Y (Yes EFT) or N (not EFT).</p> <p>Payment Hold Ind: Optional. Enter Y or N to indicate payment is on hold.</p> <p>Misc Vendor Ind: Optional. Enter the code from the Minority Vendor Self Certification Form.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Vendor added/ displayed successfully.</p>

SAAS Vendor Table by Name

This table is maintained by OFM and defines codes for all Vendors by vendor name. Agencies will have display only.

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 S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose VN (SAAS Vendor Table by name) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS Vendor Table by Name will appear.

Your Action ...		System Response ...	
5. Choose Add/Display in the action field and press ENTER.	The Maintain SAAS Vendor Table by Name screen will appear.		

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015				
PHVEND3B PHVEND3M	SAAS Vendor Table by Name	02:00 PM				
Actions: (A,D,M)						
Act	Vendor Name	Vendor Code	Fed Id	Hold	EFT Flag	Misc Ind
—	A & A HOME HEALTH EQUIP INC	V0000421581	64-0667046	N	C	N
—	A & A HOME HEALTH EQUIP INC	V0000421582	64-0667046	N	C	N
—	A & A HOME HEALTH EQUIP INC	V0000421584	64-0667046	N	C	N
—	A & A LEARNING CENTER	V0002321150	76-0825479	N	C	N
—	A & A MARINE HARDWARE	V0002432660	26-3982950	N	N	N
—	A & A MUFFLER & ALIGNMENT SRVC	V0001706550	64-0903836	Y	N	N
—	A & A MUFFLER & ALIGNMENT SRVC	V0002568780	82-0588443	N	N	N
—	A & A SECURITY LLC	V0002522660	27-0498373	N	N	N
—	A & B COMMUNICATIONS INC	V0000285030	64-0712170	N	C	N
—	A & B DISCOUNT TIRE	V0001849480	64-0935071	N	C	N
—	A & B ENTERPRISES	V0002187950	75-3221580	N	C	N
Vendor Name: _____						
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Vendor Table by Name screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHVEND1D PHVEND2M Maintain SAAS Vendor Table 01:04 PM

*Action: A (A,C,D)

Vendor Code.....: _____
Vendor Name.....: _____
Vendor Address.....: _____
City State Zip.....: _____
Vendor Phone Number...: _____
Vendor Contact.....: _____
Fed Id Number.....: _____
EFT Flag.....: -
Payment Hold Ind.....: -
Misc Vendor Ind.....: -

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Vendor Code: Required. Enter the 11-digit number to be added. Vendor number is either a "V" or an "S," indicating a vendor or state employee.</p> <p>Vendor Name: Optional. Enter the Vendor's name exactly as it appears on the W-9.</p> <p>Vendor Address/ City State Zip: Required. Enter the vendor's complete address.</p> <p>Vendor Phone Number: Optional. Enter the vendor's phone number.</p> <p>Vendor Contact: Optional. Enter the contact name of the vendor's representative.</p> <p>Fed ID Number: Optional. Enter the TIN (99-9999999) or SSN (999-99-9999) of the vendor.</p> <p>EFT Flag: Required. Indicates that the vendor receives its payments electronically. The values are A (always EFT); Y (Yes EFT) or N (not EFT).</p> <p>Payment Hold Ind: Optional. Enter Y or N to indicate payment is on hold.</p> <p>Misc Vendor Ind: Optional. Enter the code from the Minority Vendor Self Certification Form.</p>	

Your Action ...	System Response ...
<p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>Vendor added/ displayed successfully.</p>

SAAS/MAGIC Vendor Cross Walk Table

The table is for display only for DFA.

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 S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose VX (SAAS/MAGIC Vendor Cross Walk Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS/MAGIC Vendor Cross Walk Table will appear.

FMSAS23	PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM		04/21/2015
PHVNCX1B	PHVNCX1M	SAAS/MAGIC Vendor Cross walk Table		02:08 PM
Actions: (D)				
Act	SAAS Vendor	MAGIC Vendor	MAGIC Name1	MAGIC Name2
---	---	---	---	---
-	WEBPRS0012	3100034176	INNOVATIVE STAFFING SERVICES C	
-	WEBPR11296	3100033950	MERCURY MARINE-DIV OF BRUNSWIC	
-	WEBPR11665	3100034876	MICHELIN NORTH AMERICA, INC.	ATTN: GOV SALES/HNA-3B
-	WEBPR12546	3100031329	TIGER MOWERS	
-	WEBPR12723	3100031170	E-Z-GO	
-	WEBPR13963	3100031234	KONICA MINOLTA BUSINESS SOLUTI	
-	WEBPR14778	3100031326	THE HON COMPANY LLC	
-	WEBPR15887	3100031002	KIMBALL OFFICE INC.	
-	WEBPR19584	3100031289	RISO, INC.	
-	WEBPR21107	3100031104	ACADEMIA FURNITURE INDUSTRIES	
-	WEBPR21110	3100031106	AGATI, INC.	
SAAS Vendor: _____				
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 in the action field and press ENTER.	The Maintain SAAS/MAGIC Vendor Cross Walk Table screen will appear.

SAAS/MAGIC G/L Account Code Cross Walk Table

The table is for display only for DFA.

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 S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose GL (SAAS/MAGIC G/L Account Code Cross Walk Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS/MAGIC G/L Account Code Cross Walk Table will appear.

FMSAS23 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/21/2015
PHGLCX1B PHGLCX1M	SAAS/MAGIC G/L Account Code Cross walk Table	02:11 PM
Actions: (D)		
SAAS		MAGIC
Act GLACCT	SAAS GLACCT Description	MAGIC GLACCT Description
- 10090	RECEIPTS IN TRANSIT TREASURY?	0010100000 RECEIPTS IN TRANSIT TO TRE
- 10100	CASH IN STATE TREASURY?	0010020000 STATE TREASURY MAIN ACCOUN
- 10105	P/Y CASH IN STATE TREASURY?	0010020000 STATE TREASURY MAIN ACCOUN
- 10110	CASH IN CHECKING ACCOUNT?	0010110000 CASH IN CHECKING ACCOUNTS
- 10111	CASH IN CLEARING ACCTS TREASUR	0010110000 CASH IN CHECKING ACCOUNTS
- 10120	CASH IN SAVING ACCOUNT?	0010120000 CASH IN SAVINGS ACCOUNTS
- 10125	DDD ACCTS-INTR BEAR/TREAS ONLY	0010170000 DAILY DEMAND DEPOSIT ACCOU
- 10130	CD'S-CASH EQUIVALENT?	0010160000 CERTIFICATE OF DEPOSIT - C
- 10131	CD'S-CASH EQUIV INVEST TREAS?	0010165000 CERTIFICATE OF DEPOSIT - C
- 10150	CASH ON HAND?	0010140000 CASH ON HAND
- 10180	CASH WITH FISCAL AGENT?	0010150000 CASH WITH FISCAL AGENT
SAAS G/L Account Code: _____		
Direct Command: _____		
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10---	PF11---	PF12---
Help	Main	End
	Bkwd	Fwd
		Quit

Your Action ...	System Response ...
5. Choose Display in the action field and press ENTER.	The Maintain SAAS/MAGIC G/L Account Code Cross Walk Table screen will appear.

SAAS Electronic Fund Transfer Table

The Electronic Funds Transfer table keeps track of which vendors are eligible for electronic funds transfer (EFT)

This table is maintained by OFM. Agencies have display only.

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 S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose EF (SAAS Electronic Fund Transfer Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS Electronic Fund Transfer Table will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHEFTT1B PHEFTT1M SAAS Electronic Fund Transfer Table 02:20 PM

Actions: (A,D,M,P)
Act Vendor Vendor Name EFTT Bank Account Number EFTT Bank Name CK SA Ind St
-----
- V0000008551 CHRONICLE OF HIGHER CLAREON DUMMY ACCOUN
- V0000008800 CLARKSDALE PRESS REG CLAREON DUMMY ACCOUN
- V0000009100 COCK OF THE WALK CLAREON DUMMY ACCOUN
- V0000009730 CORNERSTONE CONSULTI CLAREON DUMMY ACCOUN
- V0000009841 CRAFT-CROSWELL INC CLAREON DUMMY ACCOUN
- V0000011440 DELTA DEMOCRAT TIMES CLAREON DUMMY ACCOUN
- V000001146C DELTA STATE UNIV-BUR CLAREON DUMMY ACCOUN
- V000001146G DELTA STATE UNIV CLAREON DUMMY ACCOUN
- V000001146M DELTA STATE UNIV CLAREON DUMMY ACCOUN
- V0000011460 DELTA STATE UNIV CLAREON DUMMY ACCOUN
- V0000011464 DELTA STATE UNIV-MED CLAREON DUMMY ACCOUN

Vendor: _____
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 Add/Display in the action field and press ENTER.	The Maintain SAAS EFTT Table screen will appear.

```

FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/21/2015
PHEFTT1D PHEFTT2M Maintain SAAS EFTT Table 02:20 PM

*Action: A (A,C)

*Vendor: _____

ABA No/Check Digit.: _____ /
Bank Account Number: _____ *Bank Acct Code: __
Bank Name.....:

checking/savings Ind: _ EFT Status: _

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Vendor Code: Required. Enter the 11-digit number to be added. Must be valid on VEND table.</p> <p>ABA No/Check Digit.: Required. ABA Number and check digit found on the lower left hand corner of the vendor's check.</p> <p>Bank Account Number: Required. The vendor's bank account number from the check.</p> <p>*Bank Acct Code: Required. A SAAS two-digit field that identifies the bank account with the transaction.</p> <p>Bank Name: This field will be populated by the system.</p> <p>Checking/Savings Ind: Required. Valid codes are "C" or "S." An indication of the type of account in which funds are transferred.</p> <p>EFT Status: System will populate the vendor's status in EFT. Defaults to "N" when the vendor is added to this table. Valid codes are:</p> <ul style="list-style-type: none"> N –New A – Active H – Hold P – Pre-note processing begun <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>EFTT added/ displayed successfully.</p>

SAAS Agency Project Table

This table records financial and descriptive information about projects.

This table is maintained by the Agencies.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose AP (SAAS Agency Project Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS Agency Project Table will appear.

FMSAS23 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/22/2015		
PHAGPR1B PHAGPR1M	SAAS Agency Project Table	12:08 PM		
Actions: (A,D,M,P)				
Act	Agency	Project	Project Manager	Project Description
---	----	-----	-----	-----
-	YYY	Y0001		
-	107	C0001	LUANN	ADAMS COUNTY CRIME STOPPERS
-	107	C0006	MARCY	BOLIVAR CO CRIME STOPPERS
-	107	C0008	LUANN	CARROLL COUNTY CRIME STOPPERS
-	107	C0011	BRIDGET	CLAIBORNE CNTY CRIMESTOPPERS
-	107	C0012	LUANN	CLARKE CO CRIME STOPPERS
-	107	C0014	BRIDGET	COAHOMA CO CRIMESTOPPERS
-	107	C0020	LUANN	GEORGE CO CRIME STOPPERS
-	107	C0023	BWADE	HANCOCK COUTY CRIMESTOPPERS
-	107	C0026	MARCY	HOLMES COUNTY CRIME STOPPERS
-	107	C0030	BRIDGET	JACKSON COUNTY CRIMESTOPPERS
Agency: ____ Project: _____				
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Agency Project Table screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/22/2015
PHAGPR1D PHAGPR2M Maintain SAAS Agency Project Table 12:10 PM

*Action: A (A,C)

*Agency: __ Project: ____

Project Start Date...: __ __ ____
Project End Date.....: __ __ ____
Project Manager.....: _____
Project Description...: _____
Project Status.....: -

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Project: Required. Enter a unique code identifying the project.</p> <p>Project Start Date: Required. Enter the beginning date of the project (MMDDYYYY).</p> <p>Project End Date: Required. Enter the ending date of the project (MMDDYYYY).</p> <p>Project Manager: Optional. Enter the person name managing the project.</p> <p>Project Description: Optional. Enter a description from the project.</p> <p>Project Status: Optional. A one letter code indicating the status of the project; "O" for Open or "C" for Closed.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: AGPR added/ displayed successfully.

SAAS Project Budget Line Inquiry Table

This table provides the means to plan for and control project spending according to user defined classification.

This table is maintained by the Agencies.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose PB (SAAS Project Budget Line Inquiry Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS Project Budget Line Inquiry Table will appear.

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/22/2015																																																																								
PHPRBL1B PHPRBL1M SAAS Project Budget Line Inquiry Table 12:27 PM																																																																								
Actions: (A,D,M,P)																																																																								
<table border="1"> <thead> <tr> <th>Act</th> <th>Agency</th> <th>Project</th> <th>Sub Project</th> <th>Phase</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>-</td> <td>YYY</td> <td>Y0001</td> <td>01</td> <td>0</td> <td></td> </tr> <tr> <td>-</td> <td>107</td> <td>C0001</td> <td>01</td> <td>0</td> <td>ADAMS COUNTY CRIME STOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0006</td> <td>06</td> <td>0</td> <td>BOLIVAR COUNTY CRIME STOPPER</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0008</td> <td>08</td> <td>0</td> <td>CARROLL COUNTY CRIME STOPPER</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0011</td> <td>00</td> <td>0</td> <td>CLAIBORNE CNTY CRIMESTOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0012</td> <td>12</td> <td>0</td> <td>CLARKE CO CRIME STOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0014</td> <td>00</td> <td>0</td> <td>COAHOMA CO CRIMESTOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0020</td> <td>00</td> <td>0</td> <td></td> </tr> <tr> <td>-</td> <td>107</td> <td>C0020</td> <td>20</td> <td>0</td> <td>GEORGE CO CRIME STOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0023</td> <td>00</td> <td>0</td> <td>HANCOCK COUNTY CRIMESTOPPERS</td> </tr> <tr> <td>-</td> <td>107</td> <td>C0026</td> <td>26</td> <td>0</td> <td>HOLMES COUNTY CRIME STOPPERS</td> </tr> </tbody> </table>	Act	Agency	Project	Sub Project	Phase	Description	-	YYY	Y0001	01	0		-	107	C0001	01	0	ADAMS COUNTY CRIME STOPPERS	-	107	C0006	06	0	BOLIVAR COUNTY CRIME STOPPER	-	107	C0008	08	0	CARROLL COUNTY CRIME STOPPER	-	107	C0011	00	0	CLAIBORNE CNTY CRIMESTOPPERS	-	107	C0012	12	0	CLARKE CO CRIME STOPPERS	-	107	C0014	00	0	COAHOMA CO CRIMESTOPPERS	-	107	C0020	00	0		-	107	C0020	20	0	GEORGE CO CRIME STOPPERS	-	107	C0023	00	0	HANCOCK COUNTY CRIMESTOPPERS	-	107	C0026	26	0	HOLMES COUNTY CRIME STOPPERS
Act	Agency	Project	Sub Project	Phase	Description																																																																			
-	YYY	Y0001	01	0																																																																				
-	107	C0001	01	0	ADAMS COUNTY CRIME STOPPERS																																																																			
-	107	C0006	06	0	BOLIVAR COUNTY CRIME STOPPER																																																																			
-	107	C0008	08	0	CARROLL COUNTY CRIME STOPPER																																																																			
-	107	C0011	00	0	CLAIBORNE CNTY CRIMESTOPPERS																																																																			
-	107	C0012	12	0	CLARKE CO CRIME STOPPERS																																																																			
-	107	C0014	00	0	COAHOMA CO CRIMESTOPPERS																																																																			
-	107	C0020	00	0																																																																				
-	107	C0020	20	0	GEORGE CO CRIME STOPPERS																																																																			
-	107	C0023	00	0	HANCOCK COUNTY CRIMESTOPPERS																																																																			
-	107	C0026	26	0	HOLMES COUNTY CRIME STOPPERS																																																																			
Agency: ___ Project: _____ Sub-Project: __ Phase: _																																																																								
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 Add/Display in the action field and press ENTER.	The Maintain SAAS Agency Budget Line Inquiry Table screen will appear.

```

FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/22/2015
PHPRBL1D PHPRBL2M Maintain SAAS Project Budget Line Inquiry Table 12:30 PM

*Action: A (A,C)

      *Agency: == *Project: _____ Sub-Project: _ Phase: _

      Description.....: _____
      Status.....: _

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>*Project: Required. Enter the assigned project number for the project.</p> <p>Sub-Project: Required. Enter a code identifying a certain portion of the project.</p> <p>Phase: Required. Enter a code indentifying a piece of the sub-project, (<i>i.e.</i>, design, construction).</p> <p>Description: Optional: Enter a description of this project/sub-project/phase.</p> <p>Project Status: Required. A one letter code indicating the status of the project; "O" for Open or "C" for Closed.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	

Your Action ...	System Response ...
7. Press ENTER.	The system will display the following message: PRBL added/ displayed successfully.