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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6302	SPAHRs PR Generate SAAS/ Accounting Distribution	Revision Date: 6/02/2020
		Version: 9

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## Objective

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

## Outcome

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

## Overview

Payroll costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a payroll run has been processed to appropriate accounting codes via the SPAHRS Cost Reallocation Tables.

The cost reallocation screens are designed for reallocation of a few employees' accounting code distributions. If a group of employees 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. SPAHRS SAAS Tables will verify any fields posted to this table for validity. Once the appropriate Cost Reallocation table has been entered, a Cost Reallocation Preliminary should be requested. After the preliminary has been run, view the Journal Entry/Encumbrance screen; and, if distribution is correct and the MAGIC reports are error free, submit a final Cost Reallocation run. After the final run, the redistribution journal vouchers will be created.

KEY CONCEPTS	DESCRIPTION
Default Accounting Distribution	The accounting structure to which an employee's pay is charged. Contains the entire SPAHRS SAAS Tables and MAGIC coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object); the SPAHRS program number; a funding source field; and three optional agency fields.
Funding Source (FS)	Indicates the source of funding. Key values are <b>F</b> for Federal, <b>G</b> for General and <b>O</b> for Other.
Multiple Accounting Lines	Employees/workers can be paid from multiple accounting distributions. For example, SPAHRS will allow payroll to be paid from up to 35 multiple funds.

KEY CONCEPTS	DESCRIPTION
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 State Personnel Board (SPB) program number(s) assigned to that employee's PIN.
SPAHRS SAAS Tables/MAGIC Validations	The accounting code information is verified by the SPAHRS SAAS TABLES and MAGIC; therefore, each agency's coding structure must be the same as the SPAHRS SAAS Tables and MAGIC coding block.
SPAHRS Validation Codes	Agencies can set up these codes for use in the Agency 1, Agency 2, and Agency 3 fields in the default accounting distribution. In this manner, payroll costs can be distributed using codes that relate to an 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 (Abbreviated Accounting Distribution) that can be set up on the User Expansion Table and when it is entered, it will expand to the full accounting distribution.
Mass Change	A mass change can be made to the accounting distribution used for a group of employees 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.

## 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, 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 in MAGIC.

A crosswalk table has been created in Magic that converts the SPAHRS accounting entries into the correct Magic accounting entries 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. Another edit is the program number, which 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 After Posting and the Cost Reallocation.

## Generate SAAS Transactions Menus

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

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

Code: \_\_

Direct Command: \_\_\_\_\_

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

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

Code	Description	FastPath
MT	Maintain Gen SAAS Tables Menu	GSTM
MD	Maintain Default Acct Dist Menu	DADM
BM	Gen SAAS Browse Menu	BRMN
BS	On-Line Submit of Batch Programs	GSSB
SB	MAGIC 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
S1	SAAS Tables Group 1	SAAS1
S2	SAAS Tables Group 2	SAAS2

Code: \_\_

Direct Command: \_\_\_\_\_

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

Your Action ...	System Response ...
3. Choose the two-character code for the option selected and press ENTER.	The selected screen or menu will be displayed.

## Maintain Gen SAAS Tables Menu

### SPAHRS Validation Tables

The SPAHRS Validation Table records the fields and their values, to be used in the default accounting distribution outside of MAGIC. 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 SPAHRS SAAS Tables and the SPAHRS Validation Tables. The information entered in these tables will roll over to the next fiscal year if the End Date is set after June 30 of the current budget year.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>MT</b> (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Gen SAAS Tables Menu will appear.

PHFNC10	PHVO	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/30/2019
PHIMAINU	PHIMAINM	Maintain Gen SAAS Tables Menu	10:28 AM
Code	Description	FastPath	
VT	SPAHRS Validation Tables	VALT	
VB	Browse SPAHRS Validation Table	BVAL	
UE	User Expansion Tables	USET	
BE	Browse User Expansion Tables	BUSE	
C1	Maintain SAAS Account Numbers used by GENSAAS	MACT	
C2	Maintain GENSAAS key Dates	MDAT	
C3	Maintain GENSAAS Control numbers	MCNN	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End			Quit

Your Action ...	System Response ...
4. Choose <b>VT</b> (SPAHRS Validation Tables) from the Maintain Gen SAAS Tables Menu and press ENTER.	The SPAHRS Validation Tables screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2019
PHPSMT1D PHPSMT1M SPAHRS Validation Tables 12:57 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 <b>Add</b> or <b>Modify</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code xxxx.  <b>Budget Fiscal Year:</b> Enter the budget fiscal year.  <b>*Name:</b> Enter the established code for the accounting distribution coding block being entered.  <b>Value:</b> Enter the value associated with this portion of the coding block (program, source, fund, or activity).</p>	
<p>6. Press ENTER.</p>	

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p><b>Start Date:</b> MM DD YYYY. This date can be a past, current, or future date.</p> <p><b>End Date:</b> MM DD YYYY. This date can exceed the end of the fiscal year.</p> <p><b>Short Desc:</b> Enter a short description for the code.</p> <p>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

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** (modify) in the Action field and highlight only the fields that can be modified.

Your Action ...	System Response ...
<p>1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose <b>MT</b> (Maintain Gen SAAS Tables Menu) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The Maintain Gen SAAS Tables Menu will appear.</p>
<p>4. Choose <b>VB</b> (Browse SPAHRS Validation Table) from the Maintain Gen SAAS Tables Menu and press ENTER.</p>	<p>The Browse SPAHRS Validation Table screen will appear.</p>

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2019
PHPSMT2B PHPSMT2M Browse SPAHRS Validation Table 01:00 PM
  Actions: (D,M)
  Field Name Field Short
Action Code Value Description Start Date End Date
-----
Agency: ____ Budget/Fiscal Year: 0__ 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 information.  Agency: Enter the four-digit agency number. Budget/Fiscal Year: Enter the budget or fiscal year. Code: The established code for the accounting distribution coding block. Value: Enter the value associated with this portion of the coding block (program, source, fund, or activity).	
6. Press ENTER.	Information is displayed by Field Name Code, Field Value, Short Description, State Date and End Date.
7. Choose <b>D</b> isplay or <b>M</b> odify in the action field of the record to be viewed and press ENTER.	The SPAHRS Validation Tables screen will appear.

## **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 PIN 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 coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object) as defined on the SPAHRS SAAS Tables; the SPAHRS program number (same as defined in the Agency FY Program Budget); a funding source field; and three optional agency fields that are defined by the agency for its specific use as needed. A PIN 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 MAGIC coding structure because it will be validated by the SAAS Tables in SPAHRS. They may, however, use the three optional agency fields to capture additional accounting data if desired. All agencies will use the SPAHRS SAAS Tables Fund, Program Number, and Funding Source 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 process 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 that 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 rollover capability 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 the default distribution and the payroll costs for that time period needs to be charged accordingly. Another reason for an employee to use the override distribution feature is to report any extra hours for the actual activity for which those extra hours were worked.

To override a distribution, the user must access the time sheet, enter a **Modify** 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 the override applies to. 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 earnings 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 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.

### Maintain Default Accounting Distribution

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 (**MC CW CD**) process of SPAHRS. Default accounting distributions enable SPAHRS expenditures to be charged to multiple funding sources.

**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.**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>MD</b> (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2019
PHIMAINU PHIMAINM Maintain Default Acct Dist Menu 01:02 PM

Code Description FastPath
PD Position Default Account Distribution PDAD
PU Position Default Account Dist w/user Fields PADU
CD Maintain WIN Account Distribution MWAD
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
    
```

**Position Default Accounting Distribution**

The Position Default Account Distribution screen is used to enter distribution values for an employee. Before payroll can be processed, each PIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
4. Choose <b>PD</b> (Position Default Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Position Default Account Distribution Screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSDE1D PHPSDE1M Position Default Account Distribution 01:54 PM
  *Action: _ (A,C,D,M,N,P)
  *Agency: _____ Budget Fiscal Year: 0000
  Position: _____ Last Distributed:
  Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
  *F *Sb*Rptg*Project Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc *Agcy-1*Agcy-2*Agcy-3 Dist
1  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
4  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
5  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
6  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
7  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
8  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  Save With Errors (Y/N): _ Total Percent:
  Copy (Y/N): N Paste (Y/N): N Approval: N
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 ...
<p>5. Choose <b>Add</b> or <b>Modify</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code XXXX.</p> <p><b>Budget Fiscal Year:</b> Enter the budget fiscal year for the default schedule being established YYYY.</p> <p><b>Position:</b> Enter the PIN number.</p> <p>Last Distributed: The system enters the date of the last distribution for this PIN.</p> <p><b><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></b></p> <p><b>Start Date:</b> Enter the start date for the distribution in MM DD YYYY format.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p><b>End Date:</b> Enter the end date for this distribution. 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. <b>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.</b></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>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p><b>Pgm:</b> Enter the two-digit SPB program number.</p> <p><b>*FS:</b> Enter <b>F</b>ederal, <b>G</b>eneral or <b>O</b>ther to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-digit fund code.</p> <p><b>*Actv:</b> Enter the four-digit activity code.</p> <p><b>*Org:</b> Enter the four-digit organization code.</p> <p><b>*Sb Org:</b> Enter the two-digit sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-digit reporting category code if applicable.</p> <p><b>*Project Number:</b> Enter the eight-digit project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if desired.</p> <p><b>*Agcy-1, Agcy-2, Agcy-3:</b> Enter an agency-defined code in any or all fields if desired.</p> <p><b>Percent Dist:</b> Enter the percentage of the cost to be posted to the codes defined on this line.</p> <p><b>Save With Errors (Y/N):</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to save the record with errors.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p><b>Total Percent:</b> The system sums this column. Note: The total must equal 100%.</p> <p>Save With Errors (Y/N): Enter "Y" to save the distributions with errors, allowing the user to make corrections at a later date without re-entering all of the data.</p> <p><b>Copy (Y/N):</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to copy all entries on this screen to another position.</p> <p><b>Paste (Y/N):</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to paste entries from a previous screen.</p> <p><b>Approval:</b> Enter <b>Yes</b> to request approval. The entry will change to <b>Approved</b> when the default distribution has been approved. Defaults to <b>No</b>, which means 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>	

### Position Default Account Distribution With User Fields

The Position Default Account Distribution with User Fields screen is used to enter user field values for a PIN. The user fields must first be defined on the User Expansion Tables before they may be input on this screen.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>MD</b> (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.
4. Choose <b>PU</b> (Position Default Account Dist./w user fields) from the Maintain Default Acct Dist Menu and press ENTER.	The Position Default Account Dist./w user fields screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/15/2019
PHPSDE4D PHPSDE4M Position Default Account Dist w/user Fields 01:10 PM
*Action: _ (A,C,D,M,N,P)
*Agency: _____ Budget Fiscal Year: 0000
Position: _____ Last Distributed:
Start Date: _ _ _ End Date: _ _ _ Note : N

Ln User Fields User Field Description Percent Dist
1 _____
2 _____
3 _____
4 _____
5 _____
6 _____
7 _____
8 _____

Total Percent:
Copy (Y/N): N Paste (Y/N): N Adjustment (Y/N): N Approval: N
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 ...
<p>5. Choose <b>Add</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code XXXX.</p> <p><b>Budget Fiscal Year:</b> Enter the budget fiscal year for the default schedule being established YYYY.</p> <p><b>Position:</b> Enter the PIN number.</p> <p>Last Distributed: The system enters the date of the last distribution for this PIN.</p> <p><b><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></b></p> <p><b>Start Date:</b> Enter the start date for the distribution in MM DD YYYY format.</p>	
<p>6. Press ENTER.</p>	

Your Action ...	System Response ...
<p>7. Enter the following information.</p> <p><b>End Date:</b> Enter the end date for this distribution.</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>User Fields: Enter the user field defined by the agency to give a one-to-many relationship to the account distribution.</p> <p>User Field Description: The system will populate the description.</p> <p><b>Percent Dist:</b> Enter the percentage to be allocated to this line of accounting distribution.</p> <p>Total Percent: Total percentage allocated.</p> <p>Copy (Y/N): Enter "Y" to save the data and keep it available to paste onto another distribution screen.</p> <p>Paste (Y/N): Enter "Y" to paste data copied from another screen.</p> <p>Adjustment (Y/N): Enter "Y" to classify this as an adjustment.</p> <p>Approval: Enter "Y" to submit the record for approval.</p>	
<p>Press ENTER.</p>	<p>The system will display the following message:</p> <p>Date Effective Account Distribution added successfully.</p>

### Maintain WIN Account Distribution

The Maintain WIN Account Distribution screen is used to enter distribution values for a worker. Before payroll can be processed each WIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
<p>1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose <b>MD</b> (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.</p>	<p>The Maintain Default Acct Dist Menu will appear.</p>

Your Action ...	System Response ...
4. Choose <b>CD</b> (Maintain WIN Account Distribution) from the Maintain Default Acct Dist Menu and press ENTER.	The Maintain Account Distribution Screen will appear.

```

PHFNC10 PHVM STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 02:17 PM
  *Action: _ (A,C,D,M,N,P)
  *Agency: 0381 Budget Fiscal Year: 2020
    WIN#: 4059 Last Distributed:
    Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
  *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  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
2  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
3  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
4  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
5  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
6  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
7  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
8  _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _

Save With Errors (Y/N): _ Total Percent:
Copy (Y/N): N Paste (Y/N): N Approval: N
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 ...
<p>5. Choose <b>Add</b> or <b>Modify</b> and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code XXXX.  <b>Budget Fiscal Year:</b> Enter the budget fiscal year for the default schedule being established YYYY.  <b>WIN#:</b> Enter the WIN number.  <b>Last Distributed:</b> The system enters the date of the last distribution for this employee. <b><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></b>  <b>Start Date:</b> Enter the start date for the distribution in MM DD YYYY format.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p><b>End Date:</b> Enter the end date for this distribution. 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. <b>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.</b></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>	
6. Press ENTER.	
<p>7. Enter the following information:</p> <p><b>Pgm:</b> Enter the two-digit SPB program number.</p> <p><b>*FS:</b> Enter <b>F</b>ederal, <b>G</b>eneral or <b>O</b>ther to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-digit fund code.</p> <p><b>*Actv:</b> Enter the four-digit activity code.</p> <p><b>*Org:</b> Enter the four-digit organization code.</p> <p><b>*Sb Org:</b> Enter the two-digit sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-digit reporting category code if applicable.</p> <p><b>*Project Number:</b> Enter the eight-digit project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if desired.</p> <p><b>Sb Obj:</b> Enter the two digit sub-object code if applicable.</p> <p><b>*Agcy-1, Agcy-2, Agcy-3:</b> Enter an agency-defined code in any or all fields if desired.</p> <p><b>Percent Dist:</b> Enter the percentage of the cost to be posted to the codes defined on this line. <b>Save With Errors:</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to save the record with errors.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Save With Errors (Y/N): Enter "Y" to save the distributions with errors, allowing the user to make corrections at a later date without re-entering all of the data.</p> <p><b>Total Percent:</b> The system sums this column. Note: The total must equal 100%.</p> <p><b>Copy (Y/N):</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to copy all entries on this screen to another position.</p> <p><b>Paste (Y/N):</b> The system defaults to <b>No</b>. Enter <b>Yes</b> to paste entries from a previous screen.</p> <p><b>Approval:</b> Enter <b>Yes</b> to request approval. The entry will change to <b>Approved</b> when the default distribution has been approved. Defaults to <b>No</b> means 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>	
8. Press ENTER.	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added/modified successfully.</p>

### Browse WIN Default Distribution

The Browse WIN Default Distribution screen lists all WIN numbers for which an account distribution has been entered within an agency.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>MD</b> (Maintain Default Acct Dist Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Maintain Default Acct Dist Menu will appear.
4. Choose <b>CA</b> (Browse WIN Default Dist) from the Maintain Default Acct Dist Menu and press ENTER.	The Browse WIN Default Dist screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/15/2019
PHPSDE2B PHPSDECM Browse WIN Default Dist 09:27 AM
Actions: (D,M)
Agency WIN Fiscal Effective Effective Appr Last Pay Update
Act Nbr Number Year Start Date End Date Req Posted Date Userid
-----
*** End of Data ***

*Agency: ____ WIN: _____ Fiscal Year: ____ Start Date: __ __ __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *Agency: Enter the agency code XXXX. WIN#: Enter the WIN number. Fiscal Year: Enter the budget fiscal year. Start Date: Enter the start date of the WIN.	
6. Press ENTER.	Information is displayed by Agency Number, WIN Number, Fiscal Year, Effective Start Date, Effective End Date, Appr Req, Last Pay Posted Date, and Update Userid.
7. Enter Display in the action field of line to be viewed and press ENTER.	The Maintain WIN Account Distribution screen will appear.

**Generate SAAS Reports**

The Generate SAAS Reports screen is used to submit the on-request batch reports for Generate SAAS. This is a three panel screen and since MAGIC went live, Reports 20 – 23 are no longer valid since the data was pulling from SAAS. The remaining reports are pulling from SPAHRS.

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

Your Action ...	System Response ...
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>R1</b> (Generate SAAS Reports) from the Generate SAAS Transactions Menu and press ENTER.	Generate SAAS Reports screen will appear showing reports 01-10.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/25/2019
PHPSBT2D PHPSBT2M Generate SAAS Reports 01:43 PM
2 more >

01. Monthly & YTD Expenditures and Encumbrances by Fund
02. Monthly & YTD Expenditures and Encumbrances by Org
03. Monthly & YTD Expenditures and Encumbrances by Sub-Org
04. Monthly & YTD Expenditures and Encumbrances by Activity Code
05. Monthly & YTD Expenditures and Encumbrances by Reporting Category
06. Monthly & YTD Expenditures and Encumbrances by Location
07. Monthly & YTD Expenditures and Encumbrances by Project Number
08. Monthly & YTD Expenditures and Encumbrances by Agency-Defined-1
09. 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
    
```

Your Action ...	System Response ...
4. Press F11 to access the second panel.	Generate SAAS Reports screen will appear showing reports 11-19.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/14/2019
PHPSBT2D PHPSBT3M Generate SAAS Reports 01:57 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

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
    
```

Your Action ...	System Response ...
5. Press F1 to access the third panel.	Generate SAAS Reports screen will appear showing reports 20-30.

PHFNC10 PHVM STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/25/2019
PHPSBT2D PHPSBT5M Generate SAAS Reports	02:20 PM
K 2 more	
<p>20. Personnel Service Contract (Budget to Actual Expenditures for BFY)</p> <p>21. Personnel Service Contract Expenditures by BFY, Service Type</p> <p>22. Personnel Service Contract Expenditures by BFY, Vendor</p> <p>23. Personnel Service Contract (Budget to Actuals for Entire Life of Ctct.)</p> <p>24. Vendor Payments Balancing Report for Preliminary or Final Run</p> <p>25. Reflection of Time Charged to Each Acct Distribution</p> <p>26. Cost Allocation Payroll Statistics by Agcy, Rptg Ctgy, Actvy, Pay Pd</p> <p>27. Cost Allocation Payroll Statistics by Agcy, Appr. Unit, Fund, Pay Pd</p> <p>28. List of Detail Accounting Distributions by SAAS Agency &amp; Fund</p> <p>29. Monthly Gross Salary/Fringe Estimate by PIN</p> <p>30. Anticipated Disbursement Activity Report</p>	
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

Your Action ...	System Response ...
6. Input the number of the report to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
7. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.
8. Press ENTER.	The system will display the following information:  Job submitted successfully.

### Cash Position

The Cash Position screen is used to display the cash amounts needed for a given Pay Period End Date. The PIN/WIN amounts and totals according to the different fund codes will be given (General, Special, and Other).

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>CP</b> (Cash Position) from the Generate SAAS Transaction Menu and press ENTER.	The Cash Position screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/30/2019
PHPSCN1D PHPSCN1M Cash Position 10:40 AM
Action: D (D)

Payroll Run No: _____ Error on top: _ Pay Period: _ _ _ Freq: _

Number of SAAS Agencies: _____ Number With Errors: _____
E SAAS
R Agency General Fund Special Fund Other Funds Total Funds

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

Your Action ...	System Response ...
4. Choose <b>Display</b> and enter the following information:  <b>*Payroll Run Number:</b> Enter the payroll number for the pay period being requested. Error on top: Enter "Y" to have lines with errors shown before lines without errors.	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order.

**Rollover Tables**

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 <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>RT</b> (Rollover Tables) from the Generate SAAS Transactions Menu and press ENTER.	The Rollover Tables screen will appear.

```

PAFNC10 PAVM STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSR01D PHPSR01M Rollover Tables 02:21 PM

*Agency: ____ Previous Budget Fiscal Year: ____

SPAHRS Validation 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. Enter the following information:  <b>*Agency:</b> Enter the four digit Agency number. <b>Previous Budget Fiscal Year:</b> Enter the Previous Fiscal Year from which the new data should be copied. <b>SPAHRS Validation Tables:</b> Enter "Y" to roll over the SPAHRS validation tables. <b>User Expansion Tables:</b> Not available. <b>Position Default Distributions:</b> Enter "Y" to roll over the position default distributions.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	The system will display the following message:  Job has been submitted successfully.

### Gen SAAS Browse Menu

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 <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.

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/Encum - (CR, MCA) Error	BRCE
BC	Employee Position Acct Dist by Realloc Run#	EPADC
DR	Browse SPAHRS Document by Run Number	DOCR
DC	Browse SPAHRS Document Numbers	DOC

Code: \_\_

Direct Command: \_\_\_\_\_

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

### Employee Position Account Distribution

The Browse Employee Position Accounting Distribution screen is used to view a listing of the employee's accounting distribution by Agency. All the account distribution fields are included.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>BP</b> (Employee Position Acct Dist) from the Gen SAAS Browse Menu and press ENTER.	The Employee Position Acct Dist screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/16/2019
PHPSEP2B PHPSEP2M Employee Position Acct Dist 02:24 PM
2 more >
Act Agcy SSN PP Accted PP End Object Amt DedTax Amount P PIN
(D) ----- In Date Date Code Ty Code Distributed F WIN
*** End of Data ***

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

Your Action ...	System Response ...
5. Enter the following information.  *Agency: The agencies four digit number. *SSN: The employee's social security number. Empl Type: Enter a P for PIN or W for WIN. PIN/WIN: Enter the PIN or WIN number. Pay Period Accounted In: The end of the accounting period.	
6. Press ENTER.	Information is displayed by Agency, SSN, PP Accounted In Date, PP End Date, Object Code, Amount Type, Deduction Tax Code, Amount Distributed, Pay Frequency, and PIN/WIN.
7. Press F11.	The second screen of the Employee Position Acct Dist screen will appear.

```

PAFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSEP2B PHPSEP2M Employee Position Acct Dist 09:41 AM
< 1 more 1 more >
      F          Sb Rptg Proj          Sb          Object
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                     *** End of Data ***

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

Your Action ...	System Response ...
8. The second screen of the Employee Position Acct Dist.	Information is displayed by Program, Fund Source, Fund, Activity, Org, Sb Org, Reporting Cat, Project Number, Location, Sb Object, Agcy-1, Agcy-2, Agcy-3, and Object Code.
9. Press F11 to access the third panel.	The third screen of the Employee Position Acct Dist screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2019
PHPSEP2B PHPSEP2M Employee Position Acct Dist 11:22 AM
< 2 more
  Bdgt Adj Trip Void Payroll Run Realloc Run
Act Yr Type Number Date Number Number
(D) -----
*** End of Data ***

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

Your Action ...	System Response ...
10. The third screen of the Employee Position Acct Dist will appear.	Information is displayed by Budget Year, Adjustment Type, Trip Number, Void Date, Payroll Run Number, and Reallocation Run Number.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

**Browse Position Default Account Distribution**

The Browse Position Default Account Distribution screen is used to browse the default account distributions for a PIN.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>PA</b> (Browse Position Default Account Dist) from the Gen SAAS Browse Menu and press ENTER.	The Browse Position Default Account Dist screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2019
PHPSDE1B PHPSDEBM Browse Position Default Account Dist 12:18 PM
Actions: (D)
Agency PIN Fiscal Effective Effective Appr Last Pay Update
Act Nbr Number Year Start Date End Date Req Posted Date Userid
-----
*** End of Data ***

*Agency: ____ PIN: 109____ Fiscal Year: 2020 Start Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit

```

Your Action ...	System Response ...
5. Enter the following information.  *Agency: The agency's four digit number. PIN: The PIN number of the employee. Fiscal Year: The budget fiscal year. Start Date: State date of the position's default account distribution.	
6. Press ENTER.	Information is displayed by Agency Number, PIN Number, Fiscal Year, Effective Start Date, Effective End Date, Approval Requested, Last Pay Posted Date, and Update User ID.
7. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The Position Default Account Distribution screen will appear.

### Employee Position Acct Dist By Run Number

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

Your Action ...	System Response ...
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>BR</b> (Employee Position Acct Dist By RUN NUMBER) from the Gen SAAS Browse Menu and press ENTER.	The Employee Position Acct Dist By RUN NUMBER screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2019
PHPSEP3B PHPSEP3M Employee Position Acct Dist By RUN NUMBER 12:38 PM
2 more >
Act Agcy SSN PP Accted PP End Object Amt DedTax Amount P PIN
(D) ----- In Date Date Code Ty Code Distributed F WIN
*** End of Data ***

*Payroll Run Number: _____ *Agency: _____ *SSN: _____ Empl Type _
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
1. Enter the following information.  *Payroll Run Number: The payroll run number associated with the employee. *Agency: Agencies four digit number. *SSN: Employees social security number. Empl Type: Enter P for PIN. Pay Period Accounted In: The end of the accounting period. PP End Date: The pay period end date.	
2. Press ENTER.	Information is displayed by Agency, SSN, PP Accounted In Date, PP End Date, Object Code, Amt Ty, Ded Tax Code, Amount Distributed, Pay Frequency, and PIN/WIN.
3. Press F11 to access the second Panel.	The second panel of the Employee Position Acct Dist By RUN NUMBER will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2019
PHPSEP3B PHPSEP3M Employee Position Acct Dist By RUN NUMBER 01:43 PM
< 1 more 1 more >
      F          Sb Rptg Proj          Sb          Object
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                     *** End of Data ***

*Payroll Run Number: _____ *Agency: 0381 *SSN: _____ Empl Type _
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action ...	System Response ...
4. The second panel of the Employee Position Acct Dist By RUN NUMBER.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Object Code.
5. Press F11 to access the third Panel.	The third panel of the Employee Position Acct Dist By RUN NUMBER will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/17/2019
PHPSEP3B PHPSEP3M Employee Position Acct Dist By RUN NUMBER 01:49 PM
< 2 more
  Bdgt Adj Trip Void Payroll Run Realloc Run
Act Yr Type Number Date Number Number
(D) -----
*** End of Data ***

*Payroll Run Number: _____ *Agency: 0381 *SSN: _____ Empl Type _
Pay Period Accounted In: _____ (MMDDYYYY) PP End Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                Bkwd Fwd                Left Right Quit
    
```

Your Action ...	System Response ...
6. The third panel of the Employee Position Acct Dist By RUN NUMBER.	Information is displayed by Bdgt Yr, Adj Type, Trip Number, Void Date, Payroll Run Number, and Realloc Run Number.
7. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

**Employee Position Account Distribution by Reallocation Run Number**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>BC</b> (Employee Position Acct Dist by Realloc Run#) from the Gen SAAS Browse Menu and press ENTER.	The Employee Position Acct Dist by Realloc Run# screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSEP4B PHPSEP4B Employee Position Acct Dist by Realloc Run# 09:45 AM
2 more >
Act Agcy SSN PP Accted PP End Object Amt DedTax Amount P Pin
(In Date Date Code Ty Code Distributed F Win
(D) -----
*Realloc Run Number: _____ *Agency: 0888 *SSN: _____ Empl Type _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *Realloc Run Number: The MCA/CRA run number associated with the employee. *Agency: Agencies four digit number. *SSN: Employees social security number. Empl Type: Enter P/W for PIN or WIN.	
6. Press ENTER.	Information is displayed by Agency, SSN, PP Accted In Date, PP End Date, Object Code, Amount Type, Ded Tax Code, Amount Distributed, Pay Frequency, and PIN/WIN.
7. Press F11 to access the second Panel.	The second panel of the Employee Position Acct Dist by Realloc Run# will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/22/2019
PHPSEP4B PHPSEP4B Employee Position Acct Dist by Realloc Run# 10:31 AM
< 1 more 1 more >
      F          Sb Rptg Proj          Sb          Object
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                     *** End of Data ***

*Realloc Run Number: _____ *Agency: 0001 *SSN: _____ Empl Type _

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

Your Action ...	System Response ...
8. The second panel of the Employee Position Acct Dist by Realloc Run#.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Obj Code.
9. Press F11 to access the third Panel.	The third panel of the Employee Position Acct Dist by Realloc Run# will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSEP4B PHPSEP4B Employee Position Acct Dist by Realloc Run# 09:46 AM
< 2 more
  Bdgt Adj Trip Void Payroll Run Realloc Run
Act Yr Type Number Date Number Number
(D) -----
*** End of Data ***

*Realloc Run Number: _____ *Agency: ____ *SSN: _____ Empl Type _

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

Your Action ...	System Response ...
10. The third panel of the Employee Position Acct Dist by Realloc Run#.	Information is displayed by Bdgt Yr, Ajd, Type, Trip Number, Void Date, Payroll Run Number, and Reallocation Run Number.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The Display Account Distribution Detail screen will appear.

**Browse Journal Entry/Encumbrance**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>JE</b> (Browse Journal Entry/Encumbrance) from the Gen SAAS Browse Menu and press ENTER.	The Browse Journal Entry/Encumbrance screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 01:42 PM
2 more >

Act   Budg TR   TR / JV   Ln   Error   Pay Roll
(D)   Yr   JV   Number   No   Amount   Ind   Run Number
----- --  -----  ---  -----  ---  -----

*** End of Data ***

Agency: ____ SAAS Agency: ____ *Payroll Run Number: _____

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

Your Action ...	System Response ...
5. Enter the following information.  *Agency: Agency's four digit number. SAAS Agency: Agency's 3 digit SAAS number. *Payroll Run Number: The payroll run number.	
6. Press ENTER.	Information is displayed by Budget Yr, TR/JV, TR/JV Number, Line Number, Amount, Error Indicator and Payroll Run Number.
7. Press F11 to access the second Panel.	The second panel of Browse Journal Entry/Encumbrances screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 09:50 AM
< 1 more 1 more >
      F          Sb Rptg Project          Sb          Obj
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                *** End of Data ***

Agency: ____ SAAS Agency: ____ *Payroll Run Number: ____

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

Your Action ...	System Response ...
8. The second panel of Browse Journal Entry/Encumbrances screen.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Object Code.
9. Press F11 to access the third Panel.	The third panel of Browse Journal Entry/Encumbrances screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSJV7B PHPSJV7M Browse Journal Entry/Encumbrance 01:43 PM
< 2 more
  Budg TR TR / JV Ln
Act Yr JV Number No Errors
(D) -----
                                     *** End of Data ***

Agency: ____ SAAS Agency: ____ *Payroll Run Number: _____

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

Your Action ...	System Response ...
10. The third panel of Browse Journal Entry/Encumbrances screen.	Information is displayed by Budget Yr, TR/JV, TR/JV Number, Line Number, and Errors.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The error description screen will appear.

**Browse Journal Entry/Encumbrance Errors**

The Browse Journal Entry/Encumbrance Errors screen is used to view a listing of only the Journal Entry/Encumbrance entries by SAAS Agency and Payroll number that contains errors.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>EE</b> (Browse Journal Entry/Encumbrance Errors) from the Gen SAAS Browse Menu and press ENTER.	The Browse Journal Entry/Encumbrance Errors screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV3B PHPSJV3M Browse Journal Entry/Encumbrance Errors 09:52 AM
                                                    2 more >

  Bgt TR TR / JV Ln
Act Yr JV Number No Amount Errors
(D) -----
                                     *** End of Data ***

Agency: ____ SAAS Agency: ____ *Payroll Run Number: _____

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

Your Action ...	System Response ...
5. Enter the following information.  <b>*Agency:</b> Agency's four digit number. <b>SAAS Agency:</b> Agency's 3 digit SAAS number. <b>*Payroll Run Number:</b> The payroll run number.	
6. Press ENTER.	Information is displayed by Budget Yr, TR/JV, TR/JV Number, Line Number, Amount, and Errors. Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, Object Code, Error Indicator, and Payroll Run Number.
7. Press F11 to access the second Panel.	The second panel of Browse Journal Entry/Encumbrances Errors screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/30/2019
PHPSJV3B PHPSJV3M Browse Journal Entry/Encumbrance Errors 12:28 PM
< 1 more 1 more >
          F          Sb Rptg Project          Sb          Obj
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                     *** End of Data ***

Agency: 0201 SAAS Agency: ____ *Payroll Run Number: _____

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

Your Action ...	System Response ...
8. The second panel of Browse Journal Entry/Encumbrances Errors screen.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Proj Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Object Code. Error Indicator, and Payroll Run Number.
9. Press F11 to access the third Panel.	The third panel of Browse Journal Entry/Encumbrances Errors screen will appear.

```

PAFNC10 PAVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV3B PHPSJV3M Browse Journal Entry/Encumbrance Errors 09:56 AM
< 2 more
      Budg TR TR / JV Ln Error Pay Roll
Act Yr JV Number No Amount Ind Run Number
(D) -----
*** End of Data ***

Agency: ____ SAAS Agency: ____ *Payroll Run Number: _____

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

Your Action ...	System Response ...
10. The third panel of Browse Journal Entry/Encumbrances Errors screen.	Information is displayed by Budg Yr, TR/JV, TR/JV Number, Ln No, Amount, Error Indicator, and Payroll Run Number.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The error description screen will appear.

**Browse Journal Entry/Encumbrances – (CR/MCA)**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>CR</b> (Browse Journal Entry/Encum - (CR, MCA)) from the Gen SAAS Browse Menu and press ENTER.	The Browse Journal Entry/Encum - (CR, MCA) screen will appear.

```

PFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV4B PHPSJV4M Browse Journal Entry/Encum - (CR, MCA) 09:58 AM
2 more >
Act Budg TR TR / JV Ln Contract Error MCA/RCA
(D) Yr JV Number No Amount Number Ind Run Number
-----
*** End of Data ***

*MCA/CRA Run Number: 500000000 SPAHRS Agency: 0888 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *MCA/CRA Run Number: The mass change after or the cost reallocation number. *SPAHRS Agency: Agency's four digit number. SAAS Agency: Agency's 3 digit SAAS number.	
6. Press ENTER.	Information is displayed by Budget Yr, TR/JV, TR/JV Number, Line Number, Amount, Contract Number, Error Indicator, and MCA/RCA Run Number.
7. Press F11 to access the second Panel.	The second panel of Browse Journal Entry/Encum - (CR, MCA) screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/30/2019
PHPSJV4B PHPSJV4M Browse Journal Entry/Encum - ( CR, MCA ) 12:45 PM
< 1 more 1 more >
          F          Sb Rptg Project          Sb          Obj
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) -----
                                     *** End of Data ***

*MCA/CRA Run Number: 500000000 SPAHRS Agency: 0201 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action ...	System Response ...
8. The second panel of Browse Journal Entry/Encum - (CR, MCA) screen.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Obj Code.
9. Press F11 to access the third Panel.	The third panel of Browse Journal Entry/Encum - (CR, MCA) screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV4B PHPSJV4M Browse Journal Entry/Encum - (CR, MCA) 09:59 AM
< 2 more
  Budg TR TR / JV Ln Bck
Act Yr JV Number No Ind Errors
(D) -----
                                     *** End of Data ***

*MCA/CRA Run Number: 500000000 SPAHRS Agency: 0888 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action ...	System Response ...
10. The third panel of Browse Journal Entry/Encum - (CR, MCA) screen.	Information is displayed by Budg Yr, TR/JV, TR/JV Number, Ln No, Bck Ind, and Errors.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The error description screen will appear.

**Browse Journal Entry/Encumbrance--(CR, MCA) Error**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>CE</b> (Browse Journal Entry/Encum - (CR, MCA) Error) from the Gen SAAS Browse Menu and press ENTER.	The Browse Journal Entry/Encum - (CR, MCA) Error screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV5B PHPSJV5M Browse Journal Entry/Encum - (CR, MCA) Error 10:01 AM
2 more >
Act Budg TR TR / JV Ln Contract Error MCA/CRA
(S) Yr JV Number No Amount Number Ind Run Number
-----
*** End of Data ***

*MCA/CRA Run Number: 5000000000 SPAHRS Agency: 0888 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd          Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *MCA/CRA Run Number: The mass change after or the cost reallocation number. *SPAHRS Agency: Agency's four digit number. SAAS Agency: Agency's 3 digit SAAS number.	
6. Press ENTER.	Information is displayed by Budget Yr, TR/JV, TR/JV Number, Line Number, Amount, Contract Number, Error Indicator, AND MCA/RCA Run Number.
7. Press F11 to access the second Panel.	The second panel of Browse Journal Entry/Encum - (CR, MCA) Error screen will appear.

```

PHFNC10 PHVO STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/30/2019
PHPSJV5B PHPSJV5M Browse Journal Entry/Encum - (CR, MCA) Error 01:23 PM
< 1 more 1 more >
          F          Sb Rptg Project          Sb          Obj
Act Pgm S Fund Actv Org Org Cat Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
(S) -----
                                     *** End of Data ***

*MCA/CRA Run Number: 500000000 SPAHRS Agency: 0731 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action ...	System Response ...
8. The second panel of Browse Journal Entry/Encum - (CR, MCA) Error screen.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, Agcy-3, and Obj Code.
9. Press F11 to access the third Panel.	The third panel of Browse Journal Entry/Encum - (CR, MCA) Error screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSJV5B PHPSJV5M Browse Journal Entry/Encum - (CR, MCA) Error 10:02 AM
< 2 more
  Budg TR TR / JV Ln Bck
Act Yr JV Number No Ind Errors
(S) -----
                                     *** End of Data ***

*MCA/CRA Run Number: 500000000 SPAHRS Agency: 0888 SAAS Agency: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit

```

Your Action ...	System Response ...
10. The third panel of the Browse Journal Entry/Encum - (CR, MCA) Error screen.	Information is displayed by Budg Yr, TR/JV, TR/JV Number, Ln No, Bck Ind, and Errors.
11. Enter <b>Display</b> in the action field of line to be viewed and press ENTER.	The error description screen will appear.

### Browse SPAHRS Documents

The Browse SPAHRS Documents screen is used to view a listing of all the PO/JV documents posted to MAGIC by SAAS Agency and Payroll number.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>BD</b> (Browse SPAHRS Documents) from the Gen SAAS Browse Menu and press ENTER.	The Browse SPAHRS Documents screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE1B PHPSAE1M Browse SPAHRS Documents 10:03 AM
3 more >
Reject Budgt Payroll TR TR\JV Line Post Pay Period Pay
SAAS Yr Run Number JV Number Num Date End Date Freq
-----
*** End of Data ***

SPAHRS Agency 0888 SAAS Agency 111 *Payroll Run Number 6746_____
Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *SPAHRS Agency: Agency's four digit number. SAAS Agency: Agency's 3 digit SAAS number. *Payroll Run Number: The payroll run number. Document: Enter the Purchase Order/Journal Voucher document number.	
6. Press ENTER.	Information is displayed by Reject SAAS, Budget Yr, Payroll Run Number, TR/JV, TR/JV Number, Line Number, Post Date, Pay Period End Date, and Pay Frequency.
7. Press F11 to access the second Panel.	The second panel of Browse SPAHRS Documents screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE1B PHPSAE1M Browse SPAHRS Documents 10:04 AM
< 1 more Adjust 2 more >
Object Amount Paid F Sub Reptg
Code Amount Type Date Pgm S Fund Actv Org Org Cat
-----
*** End of Data ***

SPAHRS Agency 0888 SAAS Agency 111 *Payroll Run Number 6746_____
Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd          Left Right Quit
    
```

Your Action ...	System Response ...
8. The second panel of Browse SPAHRS Documents screen.	Information is displayed by Object Code, Amount, Amount Type, Adjust Paid Date, Program, Fund Source, Fund, Actv, Org, Sb Org, and Rptg Cat.
9. Press F11 to access the third Panel.	The third panel of Browse SPAHRS Documents screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE1B PHPSAE1M Browse SPAHRS Documents 10:05 AM
< 2 more 1 more >
Project Sub Contract Vendor Contract
Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Number Code Type
-----
*** End of Data ***

SPAHRS Agency 0888 SAAS Agency 111 *Payroll Run Number 6746_____
Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
10. The third panel of Browse SPAHRS Documents screen.	Information is displayed by Project Number, Loc, Sub Obj, Agcy-1, Agcy-2, Agcy-3, Contract Number, Vendor Code and Contract type.
11. Press F11 to access the fourth Panel.	The fourth panel of Browse SPAHRS Documents screen will appear.

```

PAFNC10 PAVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE1B PHPSAE1M Browse SPAHRS Documents 10:06 AM
< 3 more
      Last Update          Last Update
      Userid                Time
      -----
                        *** End of Data ***

SPAHRS Agency 0888 SAAS Agency 111 *Payroll Run Number 6746_____
Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd          Left Right Quit

```

Your Action ...	System Response ...
12. The fourth panel of Browse SPAHRS Documents screen.	Information is displayed by Last Update Userid and Last Update Time.

### Browse SPAHRS Entries by Payroll Run Number

The Browse SPAHRS Entries by Payroll Run Number screen is used to view a listing of all the PO/JV line entries by the payroll run number.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>PR</b> (Browse SPAHRS Entries by Payroll Run Number) from the Gen SAAS Browse Menu and press ENTER.	The Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE2B PHPSAE2M Browse SPAHRS Entries by Payroll Run Number 10:07 AM
                                                    1 more >

Reject SPAHRS SAAS Bdgt TR TR\JV Ln
SAAS Agcy Agcy Yr JV Number No Amount Post Date
-----

```

\*Payroll Run Number: \_\_\_\_\_ SPAHRS Agency 0888 SAAS Agency: \_\_\_\_  
 Document: \_\_\_\_\_ Document Line: \_\_\_\_  
 Direct Command: \_\_\_\_\_  
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---  
 Help Main End Bkwd Fwd Left Right Quit

Your Action ...	System Response ...
5. Enter the following information.  *Payroll Run Number: The payroll run number. *SPAHRS Agency: Agency's four digit number. SAAS Agency: Agency's 3 digit SAAS number. Document: Enter the Purchase Order/Journal Voucher document number. Document Line: The line number of the entry within a document.	
6. Press ENTER.	Information is displayed by Reject SAAS, SPAHRS Agcy, SAAS Agcy, Budget Yr, TR/JV, TR/JV Number, Line Number, Amount, and Post Date.
7. Press F11 to access the second Panel.	The second panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/30/2019
PHPSAE2B PHPSAE2M Browse SPAHRS Entries by Payroll Run Number 02:11 PM
< 1 more
  Bdgt    F                Sb Rptg Project          Sb
  Yr Pgm S Fund Actv Org Org Cat Number   Loc Obj Agcy-1 Agcy-2 Agcy-3
  -----
                        *** End of Data ***

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

Your Action ...	System Response ...
8. The second panel of Browse SPAHRS Entries by Payroll Run Number screen.	Information is displayed by Program, Fund Source, Fund, Actv, Org, Sb Org, Rptg Cat, Project Number, Loc, Sb Obj, Agcy-1, Agcy-2, and Agcy-3.

**Browse SPAHRS Document by Run Number (OFM/OFR/MMRS USE ONLY)**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>DR</b> (Browse SPAHRS Entries by Run Number) from the Gen SAAS Browse Menu and press ENTER.	The Browse SPAHRS Entries by Run Number screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE3B PHPSAE3M Browse SPAHRS Entries by Run Number 10:09 AM
3 more >
Reject Budgt Payroll TR TR\JV Line Post Pay Period Pay
SAAS Yr Run Number JV Number Num Date End Date Freq
-----
*** End of Data ***

*Payroll Run Number: 6746 Document#: Document Line#:
Direct Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
5. Enter the following information.  *Payroll Run Number: The payroll run number. Document #: Enter the Purchase Order/Journal Voucher document number. Document Line #: The line number of the entry within a document.	
6. Press ENTER.	Information is displayed by Reject SAAS, Budgt YR, Payroll Run Number, TR/JV, TR/JV Number, Line Num, Post Date, Pay Period End Date, and Pay Freq.
7. Press F11 to access the second Panel.	The second panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/20/2019
PHPSAE3B PHPSAE3M Browse SPAHRS Entries by Run Number 02:22 PM
< 1 more Adjust 2 more >
Object Amount Paid F Sub Reptg
Code Amount Type Date Pgm S Fund Actv Org Org Cat
-----
*** End of Data ***

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

Your Action ...	System Response ...
8. The second panel of Browse SPAHRS Entries by Payroll Run Number screen.	Information is displayed by Object Code, Amount, Amount Type, Adjustment Paid Date, Program, Fund Source, Fund, Activity, Organization, Sub Organization and Reporting Category.
9. Press F11 to access the third panel.	The third panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE3B PHPSAE3M Browse SPAHRS Entries by Run Number 10:11 AM
< 2 more 1 more >
Project Sub Contract Vendor Contract
Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Number Code Type
-----
*** End of Data ***

*Payroll Run Number: 6746_____ Document#: _____ Document Line#: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
10. The third panel of Browse SPAHRS Entries by Payroll Run Number screen.	Information is displayed by Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, Contract Number, Vendor Code, and Contract Type.
11. Press F11 to access the fourth panel.	The fourth panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSAE3B PHPSAE3M Browse SPAHRS Entries by Run Number 09:55 AM
K 3 more
      Last Update          Last Update
      Userid              Time
      -----
                        *** End of Data ***

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

Your Action ...	System Response ...
12. The fourth panel of Browse SPAHRS Entries by Payroll Run Number screen.	Information is displayed by Last Update Userid and Last Update Time.

**Browse SPAHRS Document Numbers (OFM/OFR/MMRS USE ONLY)**

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BM</b> (Gen SAAS Browse Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Gen SAAS Browse Menu will appear.
4. Choose <b>DC</b> (Browse SPAHRS Document Numbers) from the Gen SAAS Browse Menu and press ENTER.	The Browse SPAHRS Document Numbers screen will appear.

```

PAFNC10 PAVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE4B PHPSAE4M Browse SPAHRS Document Numbers 10:14 AM
3 more >
Reject  Budgt  TR\JV  Line  Run  TR  Post  Pay Period  Pay
SAAS  Yr  Number  Nbr  Number  JV  Date  End Date  Freq
-----  -----  -----  -----  -----  ---  -----  -----  -----
*** End of Data ***

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

Your Action ...	System Response ...
5. Enter the following information.  Document #: Enter the Purchase Order/Journal Voucher document number. Document Line #: The line number of the entry within a document.	
6. Press ENTER.	Information is displayed by Reject SAAS, Budgt Yr, TR/JV Number Line Nbr, Run Number, TR/JV, Post Date, Pay Period End Date, and Pay Freq.
7. Press F11 to access the second Panel.	The second panel of Browse SPAHRS Document Numbers screen will appear.

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSAE4B PHPSAE4M Browse SPAHRS Document Numbers 10:11 AM
< 1 more Adjust 2 more >
Object Amount Paid F Sub Reptg
Code Amount Type Date Pgm S Fund Actv Org Org Cat
-----
*** End of Data ***

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

Your Action ...	System Response ...
8. The second panel of Browse SPAHRS Document Numbers screen.	Information is displayed by Object Code, Amount, Amount Type, Adjust Paid Date, Pgm, F/S, Fund, Actv, Org, Sub Org, and Reporting Cat.
9. Press F11 to access the third Panel.	The third panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE4B PHPSAE4M Browse SPAHRS Document Numbers 10:15 AM
< 2 more 1 more >
Project Sub Contract Vendor Contract
Number Loc Obj Agcy-1 Agcy-2 Agcy-3 Number Code Type
-----
*** End of Data ***

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

Your Action ...	System Response ...
10. The third panel of Browse SPAHRS Document Numbers screen.	Information is displayed by Project Number, Loc, Sub Obj, Agcy-1, Agcy-2, Agcy-3, Contract Number, Vendor Code, and Contract Type, Last Update Userid, and Last Update Time.
11. Press F11 to access the fourth Panel.	The fourth panel of Browse SPAHRS Entries by Payroll Run Number screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSAE4B PHPSAE4M Browse SPAHRS Document Numbers 10:16 AM
< 3 more
      Last Update          Last Update
      Userid                Time
      -----
                        *** End of Data ***

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

```

Your Action ...	System Response ...
12. The fourth panel of Browse SPAHRS Document Numbers screen.	Information is displayed by Last Update Userid, and Last Update Time.

### MAGIC On-line Batch Status

The MAGIC On-Line Batch Status screen shows the amount required by fund for each agency and shows the agencies how much will post to each State treasury fund for each payroll run number; it also shows if a JV has been sent and posted to MAGIC and the date. This screen alerts the agency by displaying an asterisk (\*) before the fund number if there are Magic edit problems with the payroll.

Your Action ...	System Response ...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>SB</b> (SAAS On-Line Batch Status) from the Generate SAAS Transactions menu. Press ENTER.	The SAAS On-Line Batch Status screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/01/2020
PHPSAI1D PHPSAI1M MAGIC On-Line Batch Status 12:48 PM

Action: _ (D,N) Payroll Certified By:

*Payroll Run Number: _____ SPAHRS Agency: _____ SAAS Agency: _____
Pay Freq: _____ Entries in error: _____

JV Sent: _____ JV Posted: _____

_____ General Fund _____ Special Fund _____
Fund PIN Amount WIN Amount Fund PIN Amount WIN Amount

Totals:

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

Your Action ...	System Response ...
4. Choose <b>Display</b> and enter the following information:  <b>*Payroll Run Number:</b> Enter the payroll number for the pay period being requested. <b>SPAHRS Agency Code:</b> Enter the agency number as identified in SPAHRS. <b>SAAS Agency Code:</b> Enter the three digit SAAS agency number.	
5. Press ENTER.	Data related to the payroll run will appear in Fund Number order.

**Cost Reallocation/Mass Change**

The Mass Change function of SPAHRS is designed to change a group of positions or an entire agency’s payroll. If only one or a few employees’ account code distribution change is necessary, the Cost Reallocation function should be utilized. **NOTE:** The MCA/CRA screen is not used for a Mass Change **Before** Posting.

**Maintain MCA/CRA Status**

The status record is the first step of processing a Mass Change After (MCA) or a Cost Reallocation After (CRA) for payroll. Once the user has entered the data on this screen and processed a preliminary, the system will assign a unique run number. Cost Reallocation or a Mass Change After cannot be processed without approval on this screen. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

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

PHFNC10 PHVD	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/26/2019
PHIMAINU PHIMAINM	Cost Reallocation / Mass Change Menu	10:19 AM
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
AD	AD HOC Programs (MCA/CRA) Menu	ADHOC
Code: __		
Direct Command: _____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Help Main End		Quit

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPCMC1D PHPCMC1M Maintain MCA/CRA Status 12:35 PM

*Action: _ (D,N)

Agency: 0462 Type: _ (M/C) *To Date: _____ (MMDDYYYY) Seq: ____

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

Date Sent to MAGIC.....:

Date Posted in MAGIC....:

Re-allocation Run Number:

Preliminary Run Required:

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

Approval Ind: _

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

Your Action....	System Response....
<p>5. Choose <b>Add</b> to create a record or other desired action for a previously established record and enter the following information:</p> <p><b>Agency:</b> Enter the four-digit agency code (xxxx).</p> <p><b>Type:</b> Enter <b>C</b> for Cost Reallocation After or <b>M</b> for Mass Change After</p> <p><b>*To Date:</b> Enter the pay period end date of the period for redistribution.</p> <p><b>Seq:</b> Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, <b>Add</b> a new MCA/CRA for the same date, but enter the next sequence number.</p>	
<p>6. Press ENTER.</p>	

Your Action....	System Response....
<p>7. Enter the following information:</p> <p>From Date: System will populate this field.</p> <p>Date Sent to MAGIC: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed.</p> <p>Date Posted in MAGIC: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Re-allocation Run Number: The run number assigned by the system after the 1<sup>st</sup> preliminary is run for this Cost Reallocation. The number will begin with a 500 million.</p> <p>Preliminary Run Required: Automatically set to <b>Yes</b>. Once a clean preliminary has been run, the system will change the indicator to a <b>No</b>.</p> <p>Last Update User: The user ID of last person or program to update data affecting this screen.</p> <p>Last Update Date/Time: The date and time of last update affecting this screen.</p> <p><b>Approval Ind:</b> Enter "<b>Y</b>" to transmit the record for approval.</p>	
<p>8. Press ENTER.</p>	<p>The system will display the following message:</p> <p>MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.</p>

### Mass Change Before Posting

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

Your Action....	System Response....
4. Choose <b>M1</b> (Mass Change Before Posting) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Mass Change Before Posting screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSMC1D PHPSMC1M Mass Change Before Posting 01:13 PM

*Action: _ (D,N) *Agency: ___ Pay Period: _____ (MMDDYYYY) *Freq: _

#Old *Program No.: _ #New Program No.: _ of
#Distr: Fund Source.: _ #Distr: Fund Source.: _
Fund.....: _____ *Fund:.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _ *Sub Org.....: _
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year.: _____

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

Your Action ...	System Response ...
5. Choose <b>Add</b> or <b>Modify</b> and enter the following:  <b>*Agency:</b> the 4-character agency number. <b>Pay Period:</b> the pay period to which the change should be applied. <b>*Freq:</b> the payroll frequency applicable to the change.	
6. Press ENTER.	

Your Action....	System Response....
7. Enter or change the following Old <u>and</u> New distribution codes:  <b>*Program No:</b> the program number of distribution must be an SPB approved code. <b>Fund Source:</b> Federal, General, or Other <b>Fund:</b> the 4-digit fund number <b>Budget Year:</b> the budget year in YYYY format Any other field coding required by your agency.	
8. Press Enter.	The system will display the following message:  Mass change added/modified successfully.

### Mass Change After Posting

The Mass Change after Posting requires an MCA/CRA Status record to be set up prior to entering the MASS Change after Posting.

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSMC2D PHPSMC2M Mass Change after Posting 01:28 PM

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

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

Your Action ...	System Response ...
<p>5. Choose <b>Add</b> or <b>Modify</b> and enter the following:</p> <p><b>*Agency:</b> Enter the 4-character agency number.</p> <p><b>Pay Period (MMDDYYYY):</b> Enter the pay period to which the change should be applied.</p> <p><b>*Freq:</b> Enter the payroll frequency applicable to the change.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter or change the following old and new distribution codes:</p> <p><b>Program No:</b> Enter the program number of distribution and must be an SPB approved code.</p> <p><b>Fund Source:</b> Federal, General, or Other</p> <p><b>Fund:</b> Enter the 4-digit fund number</p> <p><b>Budget Year:</b> Enter the budget year in YYYY format.</p> <p>Any other field coding required by your agency.</p>	

Your Action...	System Response...
8. Press ENTER.	The system will display the following message:  Mass change added/modified successfully.

### Cost Reallocation by Hours

The Cost Reallocation screen is used to reallocate payroll costs for a PIN/WIN after a payroll has been run. SPAHRS verifies fields posted on this table against the SPAHRS SAAS Table

After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If the data is correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created.

Your Action...	System Response...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>CM</b> (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose <b>CR</b> (Cost Reallocation by Hours) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Cost Reallocation by Hours screen will appear.



Your Action....	System Response....
<p>7. Enter the following applicable data for redistribution:</p> <p><b>Bdgt Yr:</b> Enter the applicable budget fiscal year (must be open).</p> <p><b>Pgm:</b> Enter the two-digit program number.</p> <p><b>*FS:</b> Enter <b>F</b>ederal, <b>G</b>eneral, or <b>O</b>ther to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-character fund code.</p> <p><b>*Actv:</b> Enter the four-character activity code.</p> <p><b>*Org:</b> Enter the four-character organization code.</p> <p><b>*Sb Org:</b> Enter the two-character sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-character reporting category code.</p> <p><b>*Project Number:</b> Enter the eight-character project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if applicable.</p> <p><b>*Sb Obj:</b> Enter the two-character sub-object code if applicable.</p> <p><b>*Agcy-1, Agcy-2, Agcy-3:</b> Enter an agency-defined code in any or all of these fields if desired.</p> <p><b>Hours Dist:</b> 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>8. 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.</p>

### Cost Reallocation by Percentage

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



Your Action...	System Response...
<p>Continue entering the following information.</p> <p><b>Worker Type:</b> Enter <b>P</b> for position employee; Enter <b>W</b> for WIN employee.</p> <p><b>*PIN/WIN:</b> Enter the position or worker number of the employee</p> <p><b>*SSN:</b> Enter the social security number of the employee.</p> <p><b>Pay Freq:</b> (for payroll only) Enter the code for the frequency to be redistributed (<i>i.e.</i>, <b>M</b>=Monthly; <b>K</b>=Contract Worker biweekly delayed; <b>P</b>=supplemental; etc.).</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following applicable data for redistribution:</p> <p><b>Bdgt Yr:</b> Enter the applicable budget fiscal year (must be open).</p> <p><b>Pgm:</b> Enter the two-digit program number.</p> <p><b>*FS:</b> Enter <b>F</b>ederal, <b>G</b>eneral, or <b>O</b>ther to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-character fund code.</p> <p><b>*Actv:</b> Enter the four-character activity code.</p> <p><b>*Org:</b> Enter the four-character organization code.</p> <p><b>*Sb Org:</b> Enter the two-character sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-character reporting category code.</p> <p><b>*Project Number:</b> Enter the eight-character project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if applicable.</p> <p><b>*Sb Obj:</b> Enter the two-character sub-object code if applicable.</p> <p><b>*Agcy-1, Agcy-2, Agcy-3:</b> Enter an agency-defined code in any or all of these fields if desired.</p> <p><b>Percent Distrib:</b> Enter the percentage to be reallocated to this account distribution. <b>NOTE:</b> The total percentage must equal 100%.</p>	

Your Action...	System Response...
8. Press ENTER.	The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total percent.

### Browse Cost Reallocation Distributions Screen

The Browse Cost Reallocation Distributions screen displays the Cost Reallocation information that has been entered on the Cost Reallocation, and the 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 MAGIC.

Your Action...	System Response...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>CM</b> (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose <b>CB</b> (Browse Cost Reallocation Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Browse Cost Reallocation Distributions screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSCD9B PHPSCD9M Browse Cost Reallocation Distributions 01:44 PM

Action (D) PPEnd Realloc Realloc Err Realloc PIN
Act Agcy SSN Date Date Post Date Appr Ind Run# WIN
-----
*** End of Data ***

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

Your Action...	System Response...
5. Enter the four-character SPAHRS agency number and 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. PPEnd Date: The pay period end date applicable to the reallocation. Realloc Date: The date the reallocation was processed by SPAHRS. Realloc Post Date: The date the reallocation was updated in MAGIC. Appr: The approval code of the cost reallocation. Err Ind: The code signifying that an error has occurred in processing the reallocation.	

Your Action...	System Response...
Continued.  Realloc Run#: The system assigned run number unique to the Cost Reallocation process. This number always begins with 500 million. PIN/WIN: The position or worker number of the employee associated with the Cost Reallocation.	
7. Enter <b>D</b> isplay or <b>M</b> odify in the Action field. Press ENTER.  <b>NOTE:</b> Modification not allowed in SPAHRS once transactions have been updated in MAGIC.	The Cost Reallocation by hours or the Cost Reallocation by Percentage screen will appear.

### Browse Mass Change Distributions

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

Your Action...	System Response...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>CM</b> (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose <b>MB</b> (Browse Mass Change Distributions) from the Cost Reallocation/Mass Change Menu and press ENTER.	The Browse Mass Change Distributions screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/30/2019
PHPMCD1B PHPMCD1M Browse Mass Change Distributions 12:50 PM
                                                    1 more >
<===== CURRENT DISTRIBUTIONS =====>
(D)      F              Sb Rptg Project              Budg
Act Pgm S Fund Actv Org Org Cat Number Loc  Agcy-1 Agcy-2 Agcy-3 Year Sec
-----
*** End of Data ***

Before/After Ind: _ (B/A) Agency: 0401 Mass Change Date: _____ (MMDDYYYY)
Pay Frequency: _ Sequence Nbr: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Bkwd Fwd           Left Right Quit
    
```

Your Action...	System Response...
<p>5. Enter the following information.</p> <p>Before/After Ind: <b>B</b> for before and <b>A</b> for after.</p> <p>Agency: The four digit agency number.</p> <p>Mass Change Date: The date of the Mass Change.</p> <p>Pay Frequency: The pay frequency the Mass Change was created for.</p> <p>Sequence Number: The system assigned number that indicates the sequence number of the record.</p>	
<p>6. Press ENTER.</p>	<p>Information is displayed by Current Distributions. Program Number, Fund Source, Fund, Activity, Organization, Sub-Organization, Reporting Category, Project Number, Location, Agency 1,2, 3, Budget Year, and Sequence Number.</p>

Your Action...	System Response...
7. Press F11 to access the second panel of this screen.	Information is displayed by New Distributions. Program Number, Fund Source, Fund, Activity, Organization, Sub-Organization, Reporting Category, Project Number, Location, Agency 1,2, 3, Budget Year, and Sequence Number.
8. Choose <b>Display/Modified</b> beside the selected record and press ENTER.	The Mass Change Before Posting or After screen will appear.

### Browse MCA/CRA Status

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

Your Action...	System Response...
1. Choose <b>PA</b> (Payment) from the Main Menu press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>CM</b> (Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Cost Reallocation/Mass Change Menu will appear.
4. Choose <b>BR</b> (Browse MCA/CRA Status) from the Cost Reallocation/Mass Change and press ENTER.	The Browse MCA/CRA Status screen will appear.



Your Action ...	System Response ...
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BS</b> (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	On-Line Submit of Batch Programs screen will appear showing jobs 1 – 7.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSBT1D PHPSBT1M On-Line Submit of Batch Programs 02:13 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
    
```

Your Action ...	System Response ...
4. Press F11 to access the second panel of jobs.	Generate On-Line Submit of Batch Programs screen will appear showing reports 8 - 17.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHPSBT1D PHPSBT4M On-Line Submit of Batch Programs 12:09 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
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

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
    
```

Your Action ...	System Response ...
5. Press F11 to access the third panel of jobs.	Generate On-Line Submit of Batch Programs screen will appear showing reports 18 - 23.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSBT1D PHPSBT8M On-Line Submit of Batch Programs 02:21 PM
< 2 more 1 more >

18. Download Leave Balance/Demograph Infomation, Month End Date
19. Download Optional Asset Tracking Information, for SPAHRS Agency
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 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
    
```

Your Action ...	System Response ...
6. Press F11 to access the fourth panel of jobs.	Generate On-Line Submit of Batch Programs screen will appear showing reports 26 - 31.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSBT1D PHPSBT7M On-Line Submit of Batch Programs 02:23 PM
< 3 more

26. Upload Default Distribution for a SPAHRS Agency, Fiscal Year
27. Upload Override Distribution for a SPAHRS Agency, Pay Period
28. Upload Cost Acct Distribution for SPHARS Agency, Pay Period
29. Upload User Expansion for a SPHARS Agency, Fiscal Year
30. Upload Acct Validation for SPHARS Agency, Fiscal Year
31. Upload Mass Change for SPAHRS Agency, Pay Period

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

```

Your Action ...	System Response ...
7. Input the number of the program to be generated in the Enter Number of Batch Job to Submit field and press ENTER.	An input form is generated on the screen based on the Number of the Batch Job selected.
8. Enter the required information and press ENTER.	A Batch Job Submission screen will appear.
9. Press ENTER.	The system will display the following information:  Job submitted successfully.

### Request Cost Reallocation or MASS Change After Preliminary

Your Action...	System Response...
1. Choose <b>PA</b> (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose <b>GS</b> (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose <b>BS</b> (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/21/2019
PHPSBT1D PHPSBT1M On-Line Submit of Batch Programs 02:29 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

```

Your Action...	System Response...
4. Submit <b>1</b> for a <b>single</b> Pay Period or <b>2</b> for <b>multiple</b> Pay Periods for Cost Reallocation preliminary or <b>5</b> for Mass change after redistribute preliminary.	The batch job submission screen will appear.
5. Press ENTER.	The preliminary has been submitted successfully.
6. View Journal Entry/Encumbrance screen ( <b>PA</b> → <b>GS</b> → <b>BM</b> → <b>JE</b> ).	
7. If distribution is not correct, repeat any of the above steps as necessary.	

**NOTE:** If distribution is correct and MAGIC reports are free of errors then you will submit the request for Cost Reallocation or MASS change After Final.

### Request Cost Reallocation or MASS Change After FINAL

**NOTE:** Only one final is allowed. The final cannot be resubmitted.

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

Your Action...	System Response...
3. Choose <b>BS</b> (On-Line Submit of Batch Programs) from the Generate SAAS Transactions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/03/2019
PHPSBT1D PHPSBT1M On-Line Submit of Batch Programs 12:47 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
    
```

Your Action...	System Response...
4. Submit <b>3</b> for a <b>single</b> Pay Period or <b>4</b> for <b>multiple</b> Pay Periods for Cost Reallocation final or <b>6</b> for Mass change after redistribute final.	
5. Submit <b>7</b> to request for the Cost Reallocation/Mass Change Expenditures Balancing Report.	This report details the debits and credits by object code, expenditure type, and general fund entries for 2999 using account code 29000.

**NOTE:** After the final has run verify the MAGIC reports are free of errors.