
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6303	SPAHRs PR Remit Taxes and Deductions	Revision Date: 12/09/2019
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Objective

Develop an understanding of the Remit Taxes and Deductions process.

Outcome

An understanding of the process, key concepts, and menus is obtained.

Overview

The Remit Taxes and Deductions process of SPAHRS is a DFA only entry menu, and other agencies may have read only access. This process occurs after the payroll has run and employee and worker warrants have been issued. This function takes all employee payroll deductions and employer matching payments and creates disbursements to the vendors either by printing warrants from SPAHRS or sending electronic payments to selected vendors, such as the Public Employees' Retirement System (PERS) and the Treasury General. This is primarily done through batch jobs and internal system processing.

There are several transaction screens available in this process. Several screens can be used to generate a payment in this process. If the vendor-warrant needs to be voided and re-issued, it can be done by DFA using the Void/Re-issue Request screen. This screen is used by DFA to void the original warrant or a lost warrant and set an indicator directing SPAHRS to reissue the payment to the vendor. This request requires a manually completed form, "SPAHRS Void Vendor Warrant Request Form" (Form 15.20.45-V), from the agency and submission to DFA for entry and approvals; the warrant to be voided and a surety bond and Treasury stop payment must be submitted to the Bureau of Financial Control, DFA, before they will apply their approval. When all approvals have been applied, the new warrant is issued for the original amount less any amounts indicated for exclusion on the Suspend Items from Warrant Payment screen.

The Suspend Items from Warrant Payment screen provides a detailed listing by employee Social Security Number of each amount included in a vendor warrant. This screen is used to select any amounts that should not be included in a reissued vendor payment. The Release Suspended Items for Payment screen can be used to view suspended payments and also to take action on them. Any amount selected for suspension will remain in a suspended state until it is released, which can be done from the Release Suspended Items for Payment screen.

Transactions processed through Adjust Pay, such as voiding an employee's warrant and issuing a refund to an employee for a deduction, create credits that are applied to vendor payments in Remit Deductions and Taxes. A vendor credit will not be partially applied. There must be an amount payable to a vendor that is equal to or greater than a credit amount for a credit to be applied.

The Remit Taxes and Deductions function provides for online submit of batch jobs. One batch job that can be submitted provides a report that compares the monthly invoice amounts for the state health and life insurance to the actual amounts paid for each employee and also identifies employees who are not found on both the invoice and payroll. This report can be used to identify whose data needs to be corrected at BCBS or in SPAHRS.

Browses and reports are available from the Remit Taxes and Deductions Menu.

Key Concepts	Description
Suspend	The process of removing an item from a warrant and sending it to a suspense file.

Remit Taxes and Deductions Menu

The Remit Taxes and Deductions process menu is accessed from the Payment Menu.

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

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/02/2019
PHIMAINU PHIMAINM Payment Menu 01:36 PM

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

Code: __

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

Your Action ...	System Response ...
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.

Code	Description	FastPath
SI	Suspend Items from Warrant Payment	SUSP
VR	Void/Re-Issue Request	VDWH
PS	Release Suspended Items for Payment	
JA	Journal Adjustments Menu	
BS	On-Line Submit of Batch Programs	RDSB
RC	Batch Release Vendor Credits For Payment	
RI	Release Vendor Credits For Payment	
RB	Remit Browses and Reports	
SS	Statewide Release Suspended Items for Payment	
RS	Release Suspended Items - Summarized	

Code: __

Direct Command: _____

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

Void/Re-Issue Request (DFA/BFC Use Only)

The Void/Re-Issue Request screen is used to void a vendor payment and re-issue it for a new amount, re-issue to a different vendor, or to issue a duplicate payment when the original warrant has been lost.

- To re-issue a payment for a different amount, any amounts that should not be included in the new warrant should be selected on the Suspend Items from Warrant Payment screen. The re-issued warrant will not include the Suspended Items.
- If a new vendor is entered, a payment will be made to that new vendor number, and any amounts on the Suspended Items will not be included in the new vendor's payment. However, this action will cause the suspended item(s) to be released for payment to the original vendor.

If an agency is also going to void an employee warrant or refund a deduction to an employee, then the agency must inform BFC before taking one of these actions so the void of the vendor warrant can be processed prior to the agency transaction. This step will allow the credit from the employee void or employee refund to process against the suspended item from the vendor void, rather than processing against another vendor payment.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose VR (Void/Re-Issue Request) from the Remit Taxes and Deductions Menu and press ENTER.	The Void/Re-Issue Request screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/02/2019
PHPRWA3D PHPRWA3M Void/Re-Issue Request 01:39 PM

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

          *Agency: _____
Warrant/EFT Number: _____ Check Amount: _____

Vendor Name:
Vendor:
Warrant/EFT Issue Date:
Amount:
*New Vendor: _____

When Required?: _ (I)mmediately or (N)ext
Not Before Date: _____ (MM/DD/YYYY)

*Comments: _____
Approval: N

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

Your Action ...	System Response ...
4. Choose Add or the desired action and enter the following information: Note: A "Y" indicates that a note exists for this record * Agency : Enter the four-digit agency code xxxx.	

Your Action ...	System Response ...
<p>Continue enter the following information.</p> <p>Warrant/EFT Number: Enter the warrant or EFT number. NOTE: Warrant numbers begin with "7" and EFT numbers begin with "2."</p> <p>Check Amount: Enter check amount for verification.</p>	
<p>5. Press ENTER.</p>	
<p>6. Enter the following information:</p> <p>Vendor Name: The system will populate this information.</p> <p>Vendor: System will populate the vendor number.</p> <p>Warrant/EFT Issue Date: The system will populate the date the Warrant/EFT was issued.</p> <p>Amount: The system will populate the total amount of the transaction.</p> <p>*New Vendor: Enter another vendor number if part or the entire re-issued amount is to be paid to a vendor other than the original vendor.</p> <p>When Required?: Enter Next to re-issue in the next supplemental run.</p> <p>Not Before Date: Enter the date to be voided in MMDDYYYY format.</p> <p>*Comments: There are 5 options. Enter one of these codes, 01-05, to generate the correct code. NOTE: If more detail is needed, a Note may be attached to this record by pressing the PF5 key.</p> <p>Approval: The system will default to No. Enter Yes if the request is ready to be sent for approval.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Transaction added successfully.</p>

Suspend/Release Items (DFA/BFC Use Only)

The Suspend Items from Warrant Payment option is used in conjunction with the Void/Reissue option to remove a deduction or tax payment for an employee or worker from the vendor warrant; for example, if a deduction was withheld in error or listed incorrectly. Once an item is suspended, it is sent to a suspense file that may be viewed on the Release Suspended Items for Payment screen. If multiple items are listed on one payment, one individual item may be selected for suspension. In the case of an entire payment being incorrect, the Select All option may be used to suspend all items on the payment.

Once an item has been sent to suspense, it will remain in the system until a transaction is generated to pay the item. For example, if an incorrect deduction was withheld and a transaction entered through Adjust Pay, the system will create a clearing adjustment when the supplemental payroll is run to refund the deduction to the employee. (**Note:** If an item is suspended, it will not get picked up for clearing until it is released from suspension.) If the suspense was made in error, it may be sent for payment from the Release Suspended Items for Payment screen. Suspended items may also be released automatically to the original vendor when a new vendor is coded on the Void/Reissue screen.

Suspend Items from Warrant Payment

The Suspend Items from Warrant Payment screen is used to remove a deduction or tax payment for an employee or worker from the vendor warrant; for example, if a deduction was withheld in error or listed incorrectly. Once an item is suspended, it is sent to a suspense file that may be viewed on the Release Suspended Items for Payment screen. If multiple items are listed on one payment, one individual item may be selected for suspension. In the case in which an entire payment is incorrect, the Select All option may be used to suspend all items on the payment.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose SI (Suspend Items from Warrant Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Suspend Items from Warrant Payment screen will appear.


```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/02/2019
PHPRWA1B PHPRWA1M Suspend Items from Warrant Payment 01:41 PM

Vendor:
Payment Date: Tran. Date:

Sus Line SSN/Tax Id Name Tran Total Amount
-----
-----

*Agency: ___ Warrant #: _____ Line #: ___ SSN: _____ Full Void: N
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 ...
<p>4. Enter the following information:</p> <p>*Agency: Enter the 4-digit agency code xxxx.</p> <p>Warrant #: Enter the 11-digit warrant number.</p> <p>Line #: Enter the line number, if known.</p> <p>SSN: Enter the social security number of the individual.</p> <p>Full Void: Enter "Y" to mark all items for suspense. You may then go back and un-mark any individual lines that still need to be paid.</p>	
<p>5. Press ENTER.</p>	<p>The information for the selected warrant number will be displayed by Vendor, Payment Date, Transaction Date, Suspense, Line, SSN/Tax ID, Name, Transaction, and Total Amount</p>
<p>6. Enter an X in the Suspend field beside the line item to be suspended and press ENTER.</p>	<p>The system will display the following message:</p> <p>Item(s) Updated to Suspended</p>

Release Suspended Items for Payment (DFA/BFC Use Only)

This screen is used to release items that were previously suspended from a warrant when it was voided and reissued.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose PS (Release Suspended Items for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Suspended Items for Payment screen will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/02/2019
PHPRWA2B PHPRWA2M Release Suspended Items for Payment 01:42 PM

Pay SSN/Tax Id Tran Seq Reference Number Object Total Amount Pay Date
-----

*Agency: _____ *Vendor: _____ Transaction Code: _____ Seq: _____
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. Enter the following information: *Agency: Enter the four-digit agency code xxxx. *Vendor: Enter the vendor code. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code. Seq: Enter the sequence number, if known.	
5. Press ENTER.	The information is displayed by Pay, SSN/Tax Id, Transaction, Sequence Number, Reference Number, Object, Total Amount and Pay Date.
6. Enter an X in the Pay field beside the item to be released and paid.	
7. Press ENTER.	A system message will be displayed for the control agency.

Batch Release Vendor Credits For Payment (DFA/BFC Use Only)

This screen is used to release vendor credits that have been placed in a hold status.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RC (Batch Release Vendor Credits For Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Batch Release Vendor Credits For Payment screen will appear.

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWAFB PHPRWAFM Batch Release Vendor Credits For Payment 12:47 PM

Act Vendor Vendor Name Tran Credit Amount
-----
-----

Suspense: _ Agency: ____ Vendor: _____ Transaction Code: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Enter the following information: Suspense: Must be H, X, N, D, or E. Agency: Enter the four-digit agency number. Vendor: Identification number of the vendor. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code.	
5. Press Enter.	The information is displayed by Vendor, Vendor Name, Transaction, and Credit Amount.
6. Enter "X" in the action field beside the item to be released and paid.	
7. Press ENTER.	

Release Vendor Credits for Payment (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RI (Release Vendor Credits for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Vendor Credits for Payment screen will appear.

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWAGB PHPRWAFM Release Vendor Credits For Payment 12:48 PM

Act Vendor Vendor Name Tran Credit Amount
-----
-----

Suspense: _ Agency: ____ Vendor: _____ Transaction Code: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
4. Enter the following information. Suspense: Must be H, X, N, D, or E. Agency: Enter the four-digit agency number. Vendor: Identification number of the vendor. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code.	

Your Action ...	System Response ...
5. Press ENTER.	The information is displayed by Vendor, Vendor Name, Transaction and Credit Amount.
6. Enter "X" in the action field beside the item to be released and paid.	
7. Press ENTER.	

Statewide Release Suspended Items for Payment (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose SS (Statewide Release Suspended Items for Payment) from the Remit Taxes and Deductions Menu and press ENTER.	The Statewide Release Suspended Items for Payment screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWASB PHPRWASM Statewide Release Suspended Items for Payment 12:49 PM
                                                                1 more >

Pay Agency      Vendor      SSN/Tax Id    Trans      Seq      Total Amount
-----
*** End of Data ***

*Agency: ____ *Vendor: _____ Transaction Code: ____ Seq: ____
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: Enter the four-digit agency code xxxx. *Vendor: Enter the vendor code. Transaction Code: Enter the transaction code, if known. The transaction code is the deduction or tax code. Seq: Enter the sequence number, if known.	
6. Press ENTER.	The information will be displayed by Pay, Agency, Vendor, SSN/Tax ID, Transaction, Sequence, and Total Amount.
7. Enter an X in the Pay field beside the item to be released and paid.	
8. Press ENTER.	A system message will be displayed for the control agency.
4. Press F11 to view the second panel of this screen.	The second panel of this screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWASB PHPRWASM Statewide Release Suspended Items for Payment 12:51 PM
< 1 more

Pay Agency Vendor SSN/Tax Id Object Reference Number Pay Date
-----
*** End of Data ***

*Agency: ____ *Vendor: _____ Transaction Code: ____ Seq: ____
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. Second Panel.	The information will be displayed by Pay, Agency, Vendor, SSN/Tax ID, Object, Reference Number and Pay Date.

Release Suspended Items-Summarized (DFA/BFC Use Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RS (Release Suspended Items-Summarized) from the Remit Taxes and Deductions Menu and press ENTER.	The Release Suspended Items-Summarized screen will appear.

PHFNC10 PHVA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/08/2019
PHPRWATB PHPRWATM	Release Suspended Items - Summarized	01:10 PM
Act Vendor	Vendor Name	Tran Suspended Amount
----	-----	-----
*Agency: ____ *Vendor: _____ Transaction Code: ____ Direct Command: _____ Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Help Main End Bkwd Fwd Quit		

Your Action ...	System Response ...
4. Enter the following information. *Agency: Enter the four-digit agency code xxxx. *Vendor: Enter the vendor code. Transaction Code: The code that identifies the transaction.	
5. Press Enter.	The information is displayed by Vendor, Vendor Name, Transaction and Suspended Amount.
6. Enter "X" in the action field beside the item to be released and paid.	
7. Press ENTER.	

Remit Browses and Reports

Browses are provided that display an online warrant and EFT register, credits that have been generated to a vendor, and warrants and EFTs that have been voided. Both the Browse Paid Warrants/EFTs and Browse Voided Warrants/EFTs allow the selection of an item to view the detail information.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) Menu and press ENTER.	The Remit Browses and Reports Menu will appear.

PHFNC10	PHVA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/08/2019
PHIMAINU	PHIMAINM	Remit Browses and Reports Menu	01:31 PM
Code	Description	FastPath	
BP	Browse Paid Warrants/EFT's	PDWR	
BV	Browse Voided Warrants/EFT's	BRVD	
BC	Browse Vendor Credits	VNCR	
VW	Browse Vendor Warrants	BRVW	
VE	Browse Vendor EFT's	PRVE	
CR	Credit Utilization Report		
VP	Browse Vendor Paymode	PMODE	
WE	Browse Warrant/EFT# by Vendor Number	PRWE	
WF	Browse Warrant/EFT#, Fund Numbers and Amounts	WEF	
TR	Browse Travel Vendor Payments	BRTR	
Code: __			
Direct Command: _____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---			
Help Main End			Quit

Browse Paid Warrants/EFT's

The Browse Paid Warrants/EFT's screen is used to view warrant and electronic fund transfers for payroll deductions and taxes. These are issued after a payroll run to remit the funds to the various vendors such as the IRS, PERS, or any other vendor receiving taxes or deductions withheld from payroll or matching funds from employer contributions.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose BP (Browse Paid Warrants/EFT's) from the Remit Browses and Reports Menu and press ENTER.	The Browse Paid Warrants/EFT's screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWA4B PHPRWA4M Browse Paid Warrants/EFT's 01:33 PM
Action: (D)
Warrant Payment
Act or EFT Vendor Vendor Name Date Amount of Paymnt
-----
*Agency: ____ Warrant/EFT Ind: _ Warrant/EFT Number: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Prnt Quit
    
```

Your Action ...	System Response ...
5. Enter the following information. *Agency: Enter the four-digit agency code xxxx. Warrant/EFT Indicator: Enter "E" to browse for an EFT or "W" to browse for a warrant. Warrant/EFT Number: Enter the number of the warrant/EFT.	
6. Press ENTER.	The information displayed includes Warrant or EFT, Vendor, Vendor Name, Payment Date, and Amount of Payment.
7. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Browse Voided Warrants/EFT's

The Browse Voided Warrants/EFT's screen is used to view voided warrants and voided EFT transactions.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browsers and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browsers and Reports Menu will appear.
4. Choose BV (Browse Voided Warrants/EFT's) from the Remit Browsers and Reports Menu and press ENTER.	The Browse Voided Warrants/EFT's screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWA5B PHPRWA5M Browse Voided Warrants/EFT's 01:39 PM
Action: (D)
Warrant
Act or EFT Vendor Vendor Name Payment Date Amount of Paymnt
-----
*Agency: ___ Warrant/EFT Ind: _ Warrant/EFT Number: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

Your Action ...	System Response ...
5. Enter the following information. *Agency: Enter the four-digit agency code xxxx. Warrant/EFT Indicator: Enter "E" to browse for an EFT or "W" to browse for a warrant. Warrant/EFT Number: Enter the number of the warrant/EFT.	
6. Press ENTER.	The information displayed includes Warrant or EFT, Vendor, Vendor Name, Payment Date, and Amount of Payment.
7. Choose D isplay by the selected record and press ENTER.	The Display Voided Warrants/EFT's screen will appear.

Browse Vendor Credits

The Browse Vendor Credits screen is used to view credits that have been issued to a vendor. Enter the agency number to view all vendor credits for an agency.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browsers and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browsers and Reports Menu will appear.
4. Choose BC (Browse Vendor Credits) from the Remit Browsers and Deductions Menu and press ENTER.	The Browse Vendor Credits screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWA8B PHPRWA8M Browse Vendor Credits 01:47 PM

Act Vendor Vendor Name Tran Credit Amount
-----
-----

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

Your Action ...	System Response ...
5. Enter the following information. *Agency: Enter the four-digit agency code xxxx. *Vendor: Enter the vendor code. Transaction Code: The code that identifies the transaction	
6. Press ENTER.	The information displayed includes Vendor, Vendor Name, Transaction, and Credit Amount.
7. Choose Display by the selected record and press ENTER.	The Detail Credit Listing By Employee screen will appear.

Browse Vendor Warrants

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

Your Action ...	System Response ...
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose VW (Browse Vendor Warrants) from the Remit Browses and Reports Menu and press ENTER.	The Browse Vendor Warrants screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWABB PHPRWABM Browse Vendor Warrants 01:48 PM
Action: (D)

Act Warrant Vendor Vendor Name Agcy Payment Date Amount of Paymnt
-----
*** End of Data ***

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

Your Action ...	System Response ...
5. Enter the following information. Warrant Number: Enter the number of the warrant	
6. Press ENTER.	The information displayed includes Warrant, Vendor, Vendor Name, Agency, Payment Date, and Amount of Payment.
7. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Browse Vendor EFT's

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browsers and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browsers and Reports Menu will appear.
4. Choose VE (Browse Vendor EFT's) from the Remit Browsers and Reports Menu and press ENTER.	The Browse Vendor EFT's screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWACB PHPRWACM Browse Vendor EFT's 01:49 PM
Action: (D)
Act EFT Vendor Vendor Name Agcy Payment Date Amount of Paymnt
-----
*** End of Data ***

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

Your Action ...	System Response ...
5. Enter the following information. EFT Number: Enter the number of the warrant	
6. Press ENTER.	The information displayed includes EFT, Vendor, Vendor Name, Agency, Payment Date, and Amount of Payment.

Your Action ...	System Response ...
7. Choose Display by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Credit Utilization Report

A report is provided that shows the credits that have been applied to agency payments for a specified period. Selection criteria allows the user to restrict the report to certain agencies, vendors, or an individual, and allows for sorting of the report by vendor or payroll run number.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose CR (Credit Utilization Report) from the Remit Browses and Reports Menu and press ENTER.	The Credit Utilization Report screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      02/06/2019
PHPRWAHD PHPRWAHM          Credit Utilization Report            01:46 PM

*Agency: _____
*Vendor: _____
  *SSN: _____

Start Date: __ __ ____      End Date: __ __ ____

Sort By Vendor: _          Sort By Run Number: _

Leave vendor field blank to run report for all vendors.
Leave SSN field blank to run report for all people in agency.

Direct Command: _____

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

Your Action ...	System Response ...
5. Enter the following information: *Agency: Enter the SPAHRS agency code. *Vendor: Enter the vendor number or leave the vendor field blank to run report for all vendors. *SSN: Enter the SSN or Leave SSN field blank to run report for all people in agency. Start Date: Enter the state date of the report. End Date: Enter the end date of the report. Sort By Vendor: Mark this field with an X if the report is to be sorted by Vendor. Sort By Run Number: Mark this field with an X if the report is to be sorted by Run Number.	
6. Press ENTER.	The Batch Job Submission screen will appear.
7. Press ENTER.	The system will display the following message: Job has been submitted successfully.
8. The report will be generated.	The information displayed on the report includes Vendor, Employee Name, SSN, Run Number, Pay Date, Transaction Code, Warrant, Line, Description and Amount.

Browse Warrant/EFT# by Vendor Number

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose WE (Browse Warrant/EFT# by Vendor Number) from the Remit Browses and Reports Menu and press ENTER.	The Browse Warrant/EFT# by Vendor Number screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRWE1B PHPRWE1M Browse Warrant/EFT# by Vendor Number 01:51 PM

(D)
Act Vendor# Vendor Name Warrant EFT# Payment Date Amount of Paymnt
-----
-----

*Agency#: ____ Vendor: _____ *Payment Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd Prnt                      Quit
    
```

Your Action ...	System Response ...
5. Enter the following information. *Agency#: Enter the SPAHRS agency code. Vendor: Enter the vendor number or leave the vendor field blank to run report for all vendors. *Payment Date: Enter the date of the warrant/EFT (MMDDYYYY).	
6. Press ENTER.	The Information is displayed by Vendor Number, Vendor Name, Warrant/EFT Number, Payment Date and Amount of Payment.
7. Choose D isplay by the selected record and press ENTER.	The Display Paid Warrants/EFT's screen will appear.

Browse Warrant/EFT#, Fund Numbers and Amounts

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browses and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browses and Reports Menu will appear.
4. Choose WF (Browse Warrant/EFT# Fund Numbers and Amounts) from the Remit Browses and Reports Menu and press ENTER.	The Browse Warrant/EFT# Fund Numbers and Amounts screen will appear.

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	04/08/2019																											
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts	01:52 PM																											
	4 more >																											
<table border="1"> <thead> <tr> <th>Act</th> <th>Payroll</th> <th>Person ID</th> <th>Pay Period</th> <th>Pay</th> <th>Pay</th> <th>W/E</th> <th>Warrant</th> <th></th> </tr> <tr> <th>(D)</th> <th>Run#</th> <th>Agcy</th> <th>Vendor</th> <th>End Date</th> <th>Frq</th> <th>Typ</th> <th>Ind</th> <th>EFT Number</th> </tr> </thead> <tbody> <tr> <td colspan="9" style="text-align: center;">*** End of Data ***</td> </tr> </tbody> </table>	Act	Payroll	Person ID	Pay Period	Pay	Pay	W/E	Warrant		(D)	Run#	Agcy	Vendor	End Date	Frq	Typ	Ind	EFT Number	*** End of Data ***									
Act	Payroll	Person ID	Pay Period	Pay	Pay	W/E	Warrant																					
(D)	Run#	Agcy	Vendor	End Date	Frq	Typ	Ind	EFT Number																				
*** End of Data ***																												
Warrant EFT Number: _____																												
Direct Command: _____																												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---																												
Help Main End Note Bkwd Fwd Prnt Left Right Quit																												

Your Action ...	System Response ...
5. Enter the following information. Warrant EFT Number: Enter the number of the warrant/EFT.	
6. Press ENTER.	The Information is displayed by Payroll Run#, Agency, Person ID/Vendor, Pay Period End Date, Pay Frequency, Pay Type, W/E Indicator, Warrant/EFT Number, and Amount.
7. Press F11 to view the second panel of this screen.	The Information is displayed by Tax ID or SSN, Employee Name, Second Name, Approval Requested, Internet Advice Ind, Void/Reissue, and 1099 Indicator.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 01:54 PM
< 1 more 3 more >
  Tax ID      Employee      Second      Apv Inet Void 1099
Act  or SSN   Name          Name        Req Ind  Reis Ind
(D) -----
                *** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
8. Press F11 to view the third panel of this screen.	The Information is displayed by Issue Date, Reissue Date, Void Date, Warrant/EFT Comp, Issue Date Comp, Separation Reason, and Warrant Sort.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 01:55 PM
< 2 more 2 more >
Act Issue Date ReIssue Warrant/EFT Issue Date Sep
(D) ----- Date Void Date Comp Comp Rsn Warrant Sort
*** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
9. Press F11 to view the fourth panel of this screen.	The Information is displayed by Void JV Number, SAAS Agency, Depository Name and Reissue Warrant Number.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 01:56 PM
< 3 more 1 more >
Void JV SAAS Reissue Warr
Act Number Agcy Depository Name Number
(D) -----
*** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
10. Press F11 to view the fifth panel of this screen.	The Information is displayed by ABA Trans Number, ABA Account Number, ABA Type and Trace Number.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPAID1B PHPAID1M Browse Warrant/EFT#, Fund Numbers and Amounts 01:56 PM
< 4 more 1:56 PM
  ABA Trans      ABA Account      ABA      Trace
Act  Number      Number          Type      Number
(D)  -----      -----      -----      -----
                                     *** End of Data ***

Warrant EFT Number: _____

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

Your Action ...	System Response ...
8. Choose Display by the selected record and press ENTER.	The Maintain Payroll Paid screen will appear.

Browse Travel Vendor Payments

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose RB (Remit Browsers and Reports) from the Remit Taxes and Deductions Menu and press ENTER.	The Remit Browsers and Reports Menu will appear.
4. Choose TR (Browse Travel Vendor Payments) from the Remit Browsers and Reports Menu and press ENTER.	The Browse Travel Vendor Payments screen will appear.

Your Action ...	System Response ...
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose BS (On-Line Submit of Batch Programs) from the Remit Taxes and Deductions Menu and press ENTER.	The On-Line Submit of Batch Programs screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/09/2019
PHPRWAAD PHPRWAAM On-Line Submit of Batch Programs 10:52 AM

1. Insurance Reconciliation Report
2. Insurance Download For DFA

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 Quit

```

The Insurance Reconciliation Report

Your Action ...	System Response
1. Input 1 in the Enter Number of Batch Job to Submit.	
2. Press ENTER.	The Insurance Reconciliation Report screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/09/2019
PHPRIN1D PHPRIN1M Insurance Reconciliation Report 11:04 AM

Report Date: __ ____ (MM/YYYY)

*Insurance Department: _____

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

Your Action ...	System Response
6. Enter the following information. Report Date (MMYYYY): Enter the date for the report to be generated. *Insurance Department Number: This information is located on the Maintain Agency - 3 rd screen.	
7. Press ENTER.	The batch job submission screen will appear.

Insurance Download For DFA

Your Action ...	System Response
1. Input 2 in the Enter Number of Batch Job to Submit.	
2. Press ENTER.	The Insurance Download For DFA screen will appear.

```

PHFNC10 PHVG STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/09/2019
PHPRIN2D PHPRIN2M Insurance Download For DFA 12:10 PM

Report Date: __ ____ (MM/YYYY)

*Insurance Department: _____

Download File Name:

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

Your Action ...	System Response
3. Enter the following information. Report Date (MMYYYY): Enter the date for the report to be generated. *Insurance Department Number: This information is located on the Maintain Agency - 3 rd screen.	
4. Press ENTER.	The Batch Job Submission pop up window will appear. The system will populate the File Name.

Journal Adjustments Menu

Journal Adjustments (DFA/BFC USE ONLY)

The Journal Adjustments screen is used to enter vendor payments and credits that are not generated by normal payroll processes, such as cafeteria plan administrative fees or credits to recover medical savings account advances. These entries create payment transactions that result in warrants being issued after all levels of approval have been applied or credit transactions that will be applied against the next payment generated for the specified vendor. Vendor credits may be viewed from the Browse Vendor Credits screen.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose RD (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose JA (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHIMAINU PHIMAINM Journal Adjustments Menu 01:58 PM

Code Description FastPath
JA Journal Adjustments JADJ
BH Browse Journal Adjustments
BC Browse Journal Adjustments By Agency, Control

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 JA (Journal Adjustments) from the Journal Adjustments Menu and press ENTER.	The Journal Adjustments screen will appear.

Your Action ...	System Response ...
<p>7. Enter the following information:</p> <p>*Ded/Tax Code: Enter the deduction or Tax code to be adjusted</p> <p>Seq#: Enter the sequence number to be adjusted.</p> <p>Account Code: Enter the MAGIC Accounting Code.</p> <p>*Pre: Enter the 2-digit code identifying the type of adjustment.</p> <p>Reference Nbr: Enter the vendor's Number/SSN.</p> <p>Amount: Enter the amount of voucher, purchase order, warrant or EFT.</p> <p>Warrant Description: Enter the description for the Account Code.</p>	
<p>8. Press F11 to access the second panel of this screen.</p>	<p>The second panel of the Journal Adjustments screen will appear.</p>

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRJA1D PHPRJABM Journal Adjustments 1:59 PM
< 1 more 1 more >
*Action: _ (A,C,D,M,N,P)
*Agency: _____ *Vendor: _____
Adj Period: _____ (MMDDYYYY) *Adj Control: 000

Bdgt *F *Sb *Rptg*Project Sb 1 of
Year Pgm S *Fund *Actv *Org Org Cat Number *Loc Obj *Agcy-1*Agcy-2*Agcy-3
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
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_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-_____-
Last Upd Date/Time: _____ Last Uid _____ Approval Ind: _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

Your Action ...	System Response ...
<p>9. Enter the following information:</p> <p>Budget Fiscal Year: Enter the budget fiscal year for the adjustment being established yyyy.</p> <p>Pgm: Enter the two-digit SPB program number.</p> <p>*FS: Enter Federal, General or Other to indicate the funding source.</p> <p>*Fund: Enter the four-digit fund code.</p> <p>*Actv: Enter the four-digit activity code.</p> <p>*Org: Enter the four-digit organization code.</p> <p>*Sb Org: Enter the two-digit sub-organization code, if applicable.</p> <p>*Rptg Cat: Enter the four-digit reporting category code, if applicable.</p> <p>*Project Number: Enter the eight-digit project number, if applicable.</p> <p>*Loc: Enter the location code, if desired.</p> <p>Sb Obj: Enter the two digit sub-object code, if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all fields, if desired.</p> <p>Approval Ind: The approval status of the complete process. Valid Values are:</p> <p>A - Approved - this can only be set if the last approver approves the process.</p> <p>D - Disapproved - will be set if an approver has disapproved the proposal and the process stops at that level.</p> <p>0 - Numeric Digit (0 thru 9) - the approval process is in progress.</p> <p>N - Returned with no action.</p>	
<p>10. Press F11.</p>	<p>The third panel of the Journal Adjustments screen will appear.</p>

Your Action ...	System Response ...
3. Choose JA (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.
4. Choose BH (Browse Journal Adjustments) from the Journal Adjustments Menu and press ENTER.	The Browse Journal Adjustments screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRJA4B PHPRJA4M Browse Journal Adjustments 2:04 PM

Action: (D) Adjustment Control Apv
Act Agcy Vendor Vendor Name Period Number Ind

-----
*** End of Data ***

*Agency: ____ *Vendor: _____ Adjust Date: _____ Control#: _____
(MMDDYYYY)

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

Your Action ...	System Response ...
5. Enter the following information. *Agency: Enter the agency's four-digit number. *Vendor: Enter the 11-digit Vendor number. The system will populate the Vendor Name. Adjust Date: Enter the pay period to be adjusted. Control#: Enter the Adjustment Control Number.	
6. Pres ENTER.	Information is displayed by Agency, Vendor, Vendor Name, Adjustment Period, Control Number and Approval Indicator.

Your Action ...	System Response ...
7. Choose D isplay by the selected record and press ENTER.	The Journal Adjustments screen will appear.

Browse Journal Adjustments By Control Number

Your Action ...	System Response ...
1. Choose P A (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose R D (Remit Taxes and Deductions Menu) from the Payment Menu and press ENTER.	The Remit Taxes and Deductions Menu will appear.
3. Choose J A (Journal Adjustments) from the Remit Taxes and Deductions Menu and press ENTER.	The Journal Adjustments Menu will appear.
4. Choose B C (Browse Journal Adjustments By Agency Control Number) from the Journal Adjustments Menu and press ENTER.	The Browse Journal Adjustments screen will appear.

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/08/2019
PHPRJA5B PHPRJA5M Browse Journal Adjustments By Agency, Control 02:04 PM

Action: (D) Control Adjustment Apv
Act Agcy Number Vendor Name Period Ind
-----
*** End of Data ***

*Agency: ____ Control: _____

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's four-digit number. Control: Enter the Adjustment Control Number.	
6. Press ENTER.	Information is displayed by Agency, Control Number, Vendor Name, Adjustment Period and Approval Indicator.
7. Choose Display by the selected record and press ENTER.	The Journal Adjustments screen will appear.