
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6305	SPAHRs PR Approve/Release Pay	Revision Date: 07/31/2019
		Version: 6

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Objective

Develop an understanding of the process of running jobs/reports relating to the payment process in SPAHRS.

Outcome

Ability to successfully submit batch job runs to process payroll.

Overview

The SPAHRS Approve/Release Pay menu primarily deals with initiating various payroll runs and systematically updating employee leave balances. As a general rule, these jobs are submitted after all timesheet entries and any payroll adjustments have been processed. Most of the procedures require batch job submissions

Approve/Release Pay

The Approve/Release Pay menu is accessed from the Payment menu and the extent of processing is dependent on the security level of the user.

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

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHIMAINU PHIMAINM Payment Menu 02:12 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 PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHIMAINU PHIMAINM Approve/Release Pay Menu 02:20 PM

```

Code	Description	FastPath
DM	Display Messages	CPRR
AP	CalPay GenSAAS Prelim/Final Run Release	SUPP
AB	DFA Supplemental Upload to MAGIC	ASUP
AS	Agency Supplemental Run Release	LVAC
EA	DFA Estimated Accrual	AGAC
AA	Agency Actual Accrual	UPLD
AD	Select Agencies For Upload To MAGIC	AREG
DU	Delete Unprocessed Payroll Runs	
ST	Preliminary/Final Travel Submission	TRSUB
US	Update MAGIC On-Line Batch Status	
BK	Back Out "JV" From MAGIC	

Code: __

Direct Command: _____

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

Display Messages

The Display Messages feature is used by a user to retrieve notifications of actions needed or taken for submissions of approvals, transaction processes, and job runs. The screen is automatically shown upon the initial log in of a user and can be displayed upon using the Approve/Release Pay menu.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose DM (Display Messages) from the Approve/Release Pay Menu and press ENTER.	The Display Messages screen will appear.

```

PHFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHIMAINU PHIMAINM Approve/Release Pay Menu 02:20 PM
-----Display Notifications-----
Act Notification Cd Sent From/ Notification Action/ Sent By/
Description Notification Type Sent Date
-----
*** End of Data ***

Type: _ PIN\WIN Cont: _____ Originator: _____ Submitted: ___ _ _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
Help Main End Bkwd Fwd Qui
    
```

Your Action ...	System Response ...
4. Input S in the Act field and press ENTER.	The Approval System, Process record screen will appear with the message Approval-message 0NNN-NNNNN-NN:N displayed successfully.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2019
PHIOAP3N PHIOAP7M Approval System, Process record 02:23 PM
1 more >

**** A P P R O V E D ****

Agency : 0301 HEALTH BOARD
Function Trans. Code : HPCOE MAINTAIN HIRE PIN FROM COE

Status : A Approved
Original Appr Date : 03/04/2008 Date Resolution : 03/04/2008
Originator : PHFNC10 KATHERYN WOMACK

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

```

Your Action ...	System Response ...
5. Press F9 to display the actual record.	The actual approved or pending approval record is displayed.

Payroll Runs

The Cal Pay GenSAAS Prelim/Final Run Release, Agency Supplemental Run Release, and the Preliminary/Final Travel Submission screens are used to initiate preliminary regular, supplemental, and travel pay. Multiple preliminary runs may be processed; however, only one final run can be processed. The supplemental release will contain all Adjust Pay transactions that have been fully approved by the agency and flagged to be processed on a supplemental payroll. The travel run will contain all approved but unprocessed travel summaries prior to or equal to the date to pay field.

CalPay GenSAAS Prelim/Final Run Release

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose AP (CalPay GenSAAS Prelim/Final Run Release) from the Approve/Release Pay Menu and press ENTER.	The CalPay GenSAAS Prelim/Final Run Release screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPCCP1D PHPCCP1M CalPay GenSAAS Prelim/Final Run Release 11:13 AM

 1 of 175 _ 0001 SENATE
           _ 0002 HOUSE OF REPRESENTATIVES
           _ 0003 JOINT LEGISLATIVE OPERATIONS
           _ 0004 HOUSE OF REPRESENTATIVES -- MEMBERS
           _ 0005 SENATE - MEMBERSHIP
           _ 0021 PEER COMMITTEE
           _ 0022 JOINT LEGISLATIVE REAPPORTIONMENT
           _ 0025 LEGISLATIVE BUDGET OFFICE
           _ 0051 SC-SUPREME COURT
           _ 0054 SC-ADMINISTRATIVE OFF OF COURTS
           _ 0055 SC-COURT OF APPEALS
           _ 0071 ATTORNEY GENERAL
           _ 0083 OPTOMETRY BOARD
           _ 0091 OFFICE OF STATE PUBLIC DEFENDER

*PP End Date: __ __ ____ (MMDDYYYY) Pay Freq: _ Prelim/Final (P/F).: P
Submit (Y/N): Y Print Pay Details: N Payroll Certified By:
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. Place an X next to the SPAHRS Agency Code and enter the following information.</p> <p>*PP End Date (MMDDYYYY): The last day of the pay period for the pay frequency date.</p> <p>Pay Freq: The frequency for the pay period to be run. (e.g., M = Monthly)</p> <p>Prelim/Final (P/F): Indicates whether this is a preliminary or final run. The system defaults to P.</p> <p>Submit (Y/N): Indicate Yes or No for submission of job. The system defaults to Y.</p> <p>Print Pay Details: Y = pay detail information will be printed for each employee for this payroll run. The system defaults to N.</p> <p>Payroll Certified By: System will populate once the final payroll has been submitted.</p>	

Your Action ...	System Response ...
5. Press ENTER.	<p>If this is a preliminary run, and the actual accrual function for the previous month has not been run, the following pop up screen will appear:</p> <div data-bbox="873 401 1370 543" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">PRIOR MONTH LEAVE ACCRUALS REMINDER W A R N I N G!!!</p> <p>Remember to run actual accrual for last month prior to running final payroll for current month. Press 'Enter' to continue or 'F3' to cancel.</p> </div> <p>If this is a preliminary or final run, and the actual accrual function for the previous month has been run, the batch job submission pop up screen will appear.</p>
6. Press ENTER.	<p>The system will display the following message:</p> <p>XXXXXXXXX Has Been Submitted Successfully</p>

Agency Supplemental Run Release

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose AS (Agency Supplemental Run Release) from the Approve/Release Pay Menu and press ENTER.	The Agency Supplemental Run Release screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPCSP2D PHPCSP2M Agency Supplemental Run Release 11:17 AM

1 of 33 _ 0098 OFFICE OF CAPITAL POST-CONVICT. COU
        _ 0107 DPS-DIVISION OF PUBLIC SAFETY PLANN
        _ 0171 TREASURY - STATE
        _ 0181 DEPARTMENT OF REVENUE
        _ 0201 EDUCATION - CONSOLIDATED PROGRAM
        _ 0301 HEALTH BOARD
        _ 0331 DRS-OFFICE OF VOC REHABILITATION
        _ 0371 MH-CENTRAL OFFICE
        _ 0372 MH-EAST MS STATE HOSPITAL
        _ 0373 MH-ELLISVILLE STATE SCHOOL
        _ 0374 MH-MS STATE HOSPITAL
        _ 0381 MH-BOSWELL REGIONAL CENTER
        _ 0385 MH-NORTH MS REGIONAL CENTER
        _ 0393 MH-SPECIALIZED TREATMENT FACILITY

*Supplement Pay Date: __ __ ____ (MMDDYYYY) Pay Freq: P Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note          Bkwd Fwd Prnt          Quit
    
```

Your Action ...	System Response ...
<p>4. Place an X next to the SPAHRS Agency Code and enter the following information.</p> <p>*Supplement Pay Date (MMDDYYYY): The pay date on which the payment will be issued.</p> <p>Pay Freq: The frequency defaults to P.</p> <p>Prelim/Final (P/F): Indicates whether this is preliminary or final run. The system defaults to P.</p> <p>Submit (Y/N): Indicate Yes or No for submission of job. The system defaults to Y.</p> <p>Print Pay Details: Y = pay detail information will be printed for each employee for this payroll run. The system defaults to N.</p> <p>Wage Base Adjustments: Defaults to No.</p> <p>NOTE: Input Y only if directed to do so by DFA.</p>	
<p>5. Press ENTER.</p>	<p>The batch job submission pop up screen will appear.</p>

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following message: XXXXXXXXX Has Been Submitted Successfully

Preliminary/Final Travel Submission

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose ST (Preliminary/Final Travel Submission) from the Approve/Release Pay Menu and press ENTER.	The Preliminary/Final Travel Submission screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHTRSP2D PHTRSP2M Preliminary/Final Travel Submission 11:18 AM

- 0004 HOUSE OF REPRESENTATIVES -- MEMBERS
- 0134 DRS-SPINAL CORD AND HEAD INJURY
- 0139 DRS-SPECIAL DISABILITY PROGRAM
- 0141 DPS-JUVENILE FACILITY MONITORING UN
- 0161 DFA-FINANCE AND ADMINISTRATION
- 0201 EDUCATION - CONSOLIDATED PROGRAM
- 0301 HEALTH BOARD
- 0331 DRS-OFFICE OF VOC REHABILITATION
- 0371 MH-CENTRAL OFFICE
- 0374 MH-MS STATE HOSPITAL
- 0386 MH-HUDSPETH REGIONAL CENTER
- 0387 MH-SOUTH MS REGIONAL CENTER
- 0391 MH-SOUTH MS STATE HOSPITAL
- 0430 FAIR COMMISSION

Date to Pay: __ __ ____ (MMDDYYYY) Pay Freq: T Prelim/Final (P/F): P
Submit (Y/N): Y Print Pay Details: N Wage Base Adjustments: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End          Note          Bkwd Fwd Prnt          Quit
    
```

Your Action ...	System Response ...
<p>4. Place an X next to the SPAHRS Agency Code and enter the following information.</p> <p>Date to Pay: Enter the date on which the payment will be issued</p> <p>Pay Freq: The frequency defaults to T.</p> <p>Prelim/Final (P/F): Indicates whether this is preliminary or final run. The system defaults to P.</p> <p>Submit (Y/N): Indicate Yes or No for submission of job. The system defaults to Y.</p> <p>Print Pay Details: Y = pay detail information will be printed for each employee for this payroll run. The system defaults to N.</p> <p>Wage Base Adjustments: Defaults to No.</p> <p>NOTE: Input Y only if directed to do so by DFA.</p>	
<p>5. Press ENTER.</p>	<p>The batch job submission pop up screen will appear.</p>
<p>6. Press ENTER.</p>	<p>The system will display the following message:</p> <p>XXXXXXXXX Has Been Submitted Successfully</p>

SPAHRS to MAGIC Uploads - DFA Only

The Select Agencies for Upload to MAGIC and the DFA Supplemental Upload to MAGIC screens are used to select agencies for journal voucher submission to MAGIC for posting. These screens can also be used to exclude agencies from processing. The Select Agencies for Upload to MAGIC is used for regular payroll runs, and the DFA Supplemental Run Release screen is used for supplemental payrolls. (Travel automatically uploads to MAGIC when the final run is processed; no involvement by DFA is necessary.)

All agencies with finalized supplemental runs will be listed on the DFA Supplemental Run Release screen. DFA will select the agencies whose runs are ready to be released and paid. The information is transferred to MAGIC via journal vouchers.

Select Agencies for Upload to MAGIC (DFA Only)

Your Action ...	System Response ...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.</p>	<p>The Approve/Release Pay Menu will appear.</p>
<p>3. Choose AD (Select Agencies for Upload to MAGIC) from the Approve/Release Pay Menu and press ENTER.</p>	<p>The Select Agencies for Upload to MAGIC screen will appear.</p>

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPCCP4D PHPCCP4M Select Agencies For Upload To MAGIC 11:24 AM

SAAS SPAHRS Payroll Pay Period F
(S) Agency Agency Agency Name Run# End Date Q Submitted
-----
-----

Select All Agencies(Y).....: _
Exclude Selected Agencies(Y): _

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. Select Agencies for Upload OR Input Yes to select all agencies OR Input Yes to exclude selected agencies to send all agencies except those indicated with an "s" for processing.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully.

DFA Supplemental Upload to MAGIC (DFA Only)

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose AB (DFA Supplemental Upload to MAGIC) from the Approve/Release Pay and press ENTER.	The DFA Supplemental Upload to MAGIC screen will appear.

```

PHFNC10 PAVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPCSP1D PHPCSP1M DFA Supplemental Upload to MAGIC 11:25 AM

SAAS SPAHRS Payroll Pay Period F
(S) Agency Agency Agency Name Run# End Date Q Submitted
-----
-----

Select All Agencies(Y).....: _
Exclude Selected Agencies(Y): _

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. Select Agencies for Upload OR Input Yes to select all agencies OR Input Yes to exclude selected agencies to send all agencies except those indicated with an "s" for processing.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully.

DFA Estimated Accrual (MMRS Only)

This program is used to create Estimate Leave records for one employee. The accruals calculated are based on the data available in SPAHRS at that time.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose EA (DFA Estimated Accrual) from the Approve/Release Pay Menu and press ENTER.	The DFA Estimated Accrual screen will appear.

```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPTAL3D PHPTAL3M DFA Estimated Accrual 11:26 AM

*Agency: ____ *SSN: _____

Accrual Date.: 07 31 2019 (MMDDYYYY)

Submit(Y/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. *Agency: Enter the agency number. Accrual Date: The date on which the accrual will occur. Submit: Yes or No to submit data for processing.	
5. Press ENTER.	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully.

Agency Actual Accrual

The Agency Actual Accrual Screen submits a batch job that recalculates the leave accruals for the month indicated and the beginning balance for the next month; it also marks the accruals as actual. Once the agency runs their actual accrual for a month, it cannot be run again. The accrual can be run agency wide, for an individual employee, for all frequencies, or for a select frequency. The agency accrual for the previous month must be run prior to running a final payroll for the current month.

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 PA (Approve/Release Pay) from the Payment Menu and press ENTER.	The Approve/Release Pay Menu will appear.
3. Choose AA (Agency Actual Accrual) from the Approve/Release Pay Menu and press ENTER.	The Agency Actual Accrual screen will appear.

```

PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPTAL4D PHPTAL4M Agency Actual Accrual 12:38 PM

*Agency Number: ____ *SSN: _____

Accrual Date.: 07 31 2019 (MMDDYYYY)

Pay Frequency: * ( '*' - Run for All Frequencies )

Submit(Y/N)...: _

Create Disk File: N

File that will be Downloaded:

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>*Agency Number: Enter the four-character SPAHRS agency code.</p> <p>*SSN: Enter the social security number if this run applies to a specific employee only.</p> <p>Accrual Date (MMDDYYYY): Enter the date for which the actual accrual of personal and major medical leave is to apply. Must be at least for the last month prior to current month of payroll.</p>	

Your Action ...	System Response ...
Continue entering the following information. Pay Frequency: System defaults to * All Frequencies Submit (Y/N)... : Y= submit for processing Create Disk File: Defaults to N. Enter Y if you would like to create a file that can be downloaded. File that will be Downloaded: System will generate a file name.	
5. Press ENTER	The Batch Job Submission screen will appear.
6. Press ENTER.	Job submitted successfully.

Delete Unprocessed Payroll Runs (BFC/MMRS ONLY)

The Delete Unprocessed Payroll Runs screen is used to purge any unprocessed payroll that is no longer needed in SPAHRS.

Your Action ...	System Response ...
1. Choose PA (Payment) from Main Menu and press Enter.	The Payment Menu will appear.
2. Choose PA (Approved/Release Pay) from Payment Menu and press Enter.	The Approve/Release Pay Menu will appear.
3. Choose DU (Delete Unprocessed Payroll Run) from the Approved/Release Pay Menu and press Enter.	The Delete Unprocessed Payroll Runs screen will appear.


```

PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPSAI8B PHPSAI8M Update MAGIC On-Line Batch Status 12:40 PM

Actions: (D,M)
Payroll PP End SAAS Pay F/P JV-Ready JV Send Partly Back
Act Run# Date Agcy Agcy Frq Ind for-Appr Appr to-Dist Posted Out
-----
*** End of Data ***

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

Your Action ...	System Response ...
4. Choose Display/Modify beside the selected record and press ENTER.	The following screen will be displayed.

```
PHFNC10 PHVH STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/31/2019
PHPSAI9D PHPSAI9M 12:43 PM
Action: _ (C,D)

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

Final Preliminary Ind...: _
JV Ready for Approval...: _
JV Approved by DFA.....: _
Send for Distribute Pay.: _
Partially Posted to SAAS: _
Postback of Backout JV..: _
JV Sent Date Time.....: _____ (MM/DD/YYYY)
Jv Posted Date Time.....: _____ (MM/DD/YYYY)

Payroll Certified by....:
Last Update User.....:
Last Update Time.....:

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