
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6315	SPAHRs PR Generate SAAS/ SAAS Tables	Date: 09/05/2019
		Version: 2

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Objective

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

Outcome

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

Overview

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

MAGIC Payroll Interface

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

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

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

SAAS Tables

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

SAAS Tables Group 1

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHIMAINU PHIMAINM SAAS Tables Group 1 Menu 11:20 AM

Code Description FastPath
AG SAAS Agency Table SAGCY
AC SAAS Activity Table ACTV
LO SAAS Location Table ALOC
FU SAAS Fund Table FUND
OR SAAS Organization Table ORGN
SU SAAS Sub-Organization Table SORG
OB SAAS Object Table OBJT
OC SAAS Object Class Table OCLS
RC SAAS Reporting Category Table RPTG
BA SAAS Bank Account Table BANK

Code: __

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

SAAS Agency Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHAGCY1B PHAGCY1M SAAS Agency Table 12:09 PM

Actions: (A,D,M,P)
      Budget
Act  Year  Agency      Agcy Name      Short Name
-----
-   2015   XXX   COMPILATION FUND ADJUSTMENTS  COMPILATION
-   2015   001   SENATE                               MS ST SENATE
-   2015   002   HOUSE OF REPRESENTATIVES      ST HOUSE REP
-   2015   003   LEGISLATIVE JOINT OPERATION   LEG JOINT OP
-   2015   021   PEER                             LEG OFF PEER
-   2015   022   JOINT LEG REAPPORTIONMENT     JT LEG REAPP
-   2015   025   LEGISLATIVE BUDGET OFFICE     LEG BUD OFF
-   2015   051   SUPREME COURT                 SUPREME CRT
-   2015   071   ATTORNEY GENERAL              OFF ATTY GEN
-   2015   087   FINANCE AND ADMINISTRATION    CEN ADM ACCT
-   2015   091   OFF OF STATE PUBLIC DEFENDER  ST PUB DEFEN

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHAGCY1D PHAGCY2M Maintain SAAS Agency Table 12:10 PM

*Action: A (A,C)

    Budget Year: ____ Agency: ____

    Agency Name.....: _____
    Agency Short Name....: _____
    Agency Manager Name..: _____
    Agency Address.....: _____
                        : _____
                        : _____
    Agency Phone Number...: _____
    Rept Cat Req Flag....: _
    Check Activity.....: _

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Agency Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Agency Short Name: Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Agency Manager Name: Optional. Enter the name exactly as it to appear on reports.</p> <p>Agency Address: Optional. Enter the address of the agency.</p> <p>Agency Phone Number: Optional. Enter the phone number for the agency.</p> <p>Rept Cat Req Flag: Optional. This field defines the reporting category codes. Valid values are: "Y" or "N."</p> <p>Check Activity: Required. Enter 'Y' or 'N.'</p>	

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

SAAS Activity Table

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

This table is maintained by Agencies.

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHACTV1B PHACTV1M SAAS Activity Table 12:12 PM

Actions: (A,D,M,P)
      Budget
Act  Year  Activity          Name          Short Name
-----
-   2015   w200   Black Bass (dwp lakes)   bass wfp
-   2015   ADVN   ADVANCE PAYMENTS        ADVANCE PYMT
-   2015   AD00   DECD-SUPPORT SERVICES   DECD-SUPPORT
-   2015   ALHO   ALTERNATIVE HOUSING PILOT PROG  ALT HOUSING
-   2015   AR01   STP 0233(13)B
-   2015   AR02   BR 0026(7)B
-   2015   AR03   BR 0029(27)B
-   2015   AR04   APL 0047(32)B
-   2015   AR05   STP 2714 1 B
-   2015   AR06   PLH 0275 16 B
-   2015   AR07   MS 112 068 1 B

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

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


```

PAFNC10 PAVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHACTV1D PHACTV2M Maintain SAAS Activity Table 12:13 PM

*Action: A (A,C)

Budget Year: ____ Activity: ____

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

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

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

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

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

SAAS Location Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHALOC1B PHALOC1M SAAS Location Table 12:14 PM

Actions: (A,D,M,P)
Budget
Act Year Agency Location Location Name
-----
- 2015 051 RRSC GOV DISCRETIONARY ARRA GRANT
- 2015 071 MSAG MS ATTORNEY GENERAL'S OFFICE
- 2015 101 RRBB GOVERNOR'S OFFICE-ARRA
- 2015 107 5100 PLANNING-PUBLIC SAFETY
- 2015 130 01AR DFA - SFSF
- 2015 130 01ED DFA - EDUCATION JOBS GRANT
- 2015 130 01RR DFA -SFSF
- 2015 130 02AR DFA - SFSF
- 2015 155 10RR STATE AUDITORS OFFICE ARRA
- 2015 171 3178 ARRA FUNDS
- 2015 201 MDE1 MS DEPARTMENT OF EDUCATION

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHALOC1D PHALOC2M Maintain SAAS Location Table 12:16 PM

*Action: A (A,C)

      Budget Year: ____ *Agency: ____ Location: ____

      Location Name.....: _____

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

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

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

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

SAAS Fund Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHFUND1B PHFUND1M SAAS Fund Table 12:17 PM
Actions: (A,D,M,P)
Act BY Fund Agency Appr Unit Name Short Name
--- --- --- --- ---
_ 2015 X101 XXX XXXX COMPILATION LEVEL ADJUSTMENTS
_ 2015 X11A XXX XXXX SENATE
_ 2015 X11B XXX XXXX HOUSE OF REPRESENTATIVES
_ 2015 X11C XXX XXXX LEG OFC OF PERFORM EVAL & EXPE
_ 2015 X11D XXX XXXX LEGISLATIVE BUDGET OFFICE
_ 2015 X11E XXX XXXX ETHICS COMMISSION
_ 2015 X11F XXX XXXX GOVERNORS OFFICE
_ 2015 X11H XXX XXXX SECRETARY OF STATE
_ 2015 X11J XXX XXXX DEPT OF AUDIT
_ 2015 X11K XXX XXXX FISCAL MGMT BOARD
_ 2015 X11M XXX XXXX COMPILATION LEVEL ADJUSTMENTS

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHFUND1D PHFUND2M Maintain SAAS Fund Table 12:18 PM

*Action: A (A,C)

      Budget Year: ____ Fund: ____

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

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>Fund: Required. Enter the code for the fund associated with this organization.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Appr Unit: Required Enter the appropriation unit to be associated with this fund.</p> <p>Fund Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Fund Short Name: Optional. Code the name that should appear on reports when there is not enough room for the full name.</p>	

Your Action ...	System Response ...
Continued. Fund Type: Required. Must be: Federal, General, or Other. Last Update Date/Time: The system will populate the date and time of last update affecting this screen. Last Update Program: The system will populate the program ID of last update date affecting this screen. Last Update User: The system will populate the user ID of last update data affecting this screen.	
7. Press ENTER.	The system will display the following message: Fund added/displayed successfully.

SAAS Organization Table

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

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

```

PFNC10 PAVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHORGN1B PHORGN1M SAAS Organization Table 12:20 PM

Actions: (A,D,M,P)

Act  BY  Agency  Organization  Org Name  Org Manager
-----
-  2015  003      2000      JOINT LEGISLATIVE OPERATIONS  ANN BRANDON
-  2015  003      2010      PRINT SHOP  ANN BRANDON
-  2015  003      2020      REFERENCE BUREAU  ANN BRANDON
-  2015  003      2030      COMPUTER TECHNICIANS/EQUIPMENT  ANN BRANDON
-  2015  003      2040      CAPITOL HOSTESSES  ANN BRANDON
-  2015  003      2045      NEW CAPITOL GIFT SHOP  MARJIE FANN
-  2015  003      2050      POST OFFICE  ANN BRANDON
-  2015  003      2060      BILL STATUS  ANN BRANDON
-  2015  003      2070      SWITCHBOARD OPERATORS  ANN BRANDON
-  2015  003      2080      OTHER  ANN BRANDON
-  2015  003      2090      JOINT CODE COMMITTEE  ANN BRANDON

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

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

```

PAFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHORGN1D PHORGN2M Maintain SAAS Organization Table 12:21 PM

*Action: A (A,C)

Budget Year: ____ *Agency: __ Organization: ____

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

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

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

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

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

SAAS Sub-Organization Table

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

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

```

PAFN10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHSORG1B PHSORG1M SAAS Sub-Organization Table 12:22 PM

Actions: (A,D,M,P)

Act BY Agency Organization Sub Org Sub-Org Name Short Name
--- ---
_ 2015 071 7065 10 DEPT OF JUSTICE-OVW
_ 2015 071 7065 20 DPS-SVAW
_ 2015 071 8030 10 ECONOMIC DEVELOPMENT
_ 2015 071 8030 11 FORESTRY
_ 2015 071 8030 12 GEOLOGISTS BOARD
_ 2015 071 8030 13 TORT CLAIMS BOARD
_ 2015 071 8030 14 VETERANS MEMORIAL STADIUM
_ 2015 071 8030 15 STATE PERSONNEL BOARD
_ 2015 071 8030 16 BD ENGINEERS & LAND SURVEYORS
_ 2015 071 8030 17 VETERANS HOME PURCHASE BD
_ 2015 071 8030 18 DEPARTMENT OF AUDIT

Budget Year: ____ Agency: ____ Organization: ____ Sub Org: ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```

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

```

PFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHSORG1D PHSORG2M Maintain SAAS Sub-Organization Table 12:23 PM

*Action: A (A,C)

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

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

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>*Organization: Required. The fiscal year/agency/ organization code combination must exist on the Organization Table.</p> <p>Sub-Org: Required. Enter a sub-organization code to establish organization/ sub-organization relationships.</p> <p>Sub-Org Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p>	

Your Action ...	System Response ...
<p>Continued.</p> <p>Sub-Org Short Name: Optional. Optional. Enter the name to appear on reports when there is not enough room for the full name.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>Sub-Org added/displayed successfully.</p>

SAAS Object Table

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

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

```

PFNC10 PAVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHOBT1B PHOBT1M SAAS Object Table 12:25 PM

Actions: (A,D,M,P)

```

Act	BY	Object	Object Class	Object Name	Short Name
-	2015	60100	A1	PENALTY PERS CONTRIBUTIONS	PEN PERS CON
-	2015	60110	A1	EMPLOYERS' RETIREMENT MATCHING	RET. MATCH.
-	2015	60112	A1	10.75 EMPLOYER RETIRE MATCH	10.75 RET MA
-	2015	60120	A1	SALARIES, SOC SECURITY MATCH	SS M
-	2015	60125	A1	SALARIES, MEDICARE MATCH	MC M
-	2015	60130	A1	WORKERS COMPENSATION	WORKERS COMP
-	2015	60135	A1	EMPLOYEE ASSISTANCE PROGRAM	EMPL ASSIST
-	2015	60137	A1	ARRA-COBRA SUBSIDY OTHER INS	COBRA OTHER
-	2015	60138	A1	ARRA-COBRA SUBSIDY HEALTH INS	COBRA HEALTH
-	2015	60139	A1	ARRA-COBRA TOTAL SUB REFUND	COBRA REFUND
-	2015	60140	A1	GROUP HEALTH INS CONTR MATCH	INS. MATCH

Budget Year: ____ Object: ____

Direct Command: _____

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

Help Main End Bkwd Fwd Quit

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHOBT1D PHOBT2M Maintain SAAS Object Table 12:26 PM

*Action: A (A,C)

      Budget Year: ____ Object: ____

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

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

Direct Command: _____

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

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

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

SAAS Object Class Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHOCLS1B PHOCLS1M SAAS Object Class Table 12:27 PM

Actions: (A,D,M,P)
Object
Act BY Class Object Class Name Short Name
--- --- ---
_ 2015 A1 PERSONAL SERVICES-SALARIES SALARIES
_ 2015 A2 PERSONAL SERVICES-TRAVEL TRAVEL
_ 2015 B CONTRACTUAL SERVICES CONTR. SERV
_ 2015 C COMMODITIES COMMODITIES
_ 2015 D1 CAPITAL OUTLAY-OTHER CAPT OUT-OTH
_ 2015 D2 CAPITAL OUTLAY-EQUIPMENT CAPT OUT-EQP
_ 2015 D3 CAPITAL OUTLAY-VEHICLES CAP OUT-VEH
_ 2015 D4 CAP OUT-WIRELESS COMM DEVICES CO-WIRELESS
_ 2015 E SUBSIDIES,LOANS AND GRANTS SUBS,LOAN,GR
_ 2016 A1 PERSONAL SERVICES-SALARIES SALARIES
_ 2016 A2 PERSONAL SERVICES-TRAVEL TRAVEL

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

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

```

PAFNCI0 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHOCLS1D PHOCLS2M Maintain SAAS Object Class Table 12:28 PM

*Action: A (A,C)

      Budget Year: ____ Object Class: ____

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

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

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

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

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

SAAS Reporting Category Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHRPTG1B PHRPTG1M SAAS Reporting Category Table 12:29 PM
Actions: (A,D,M,P)
Act BY Agency Rept Catg Rep Catg Name
-----
_ 2015 051 ILTA IOLTA GRANT
_ 2015 051 JETS JETS GRANT
_ 2015 051 NONE NON GRANT EXPENDITURES
_ 2015 051 RRSC DISCRETIONARY GOVT SERVICES
_ 2015 051 07DS 2007 CIP DATA SHARING
_ 2015 051 07TR 2007 CIP TRAINING
_ 2015 051 08BC 2008 CIP BASIC
_ 2015 051 08DS 2008 CIP DATA SHARING
_ 2015 051 08TR 2008 CIP TRAINING
_ 2015 051 09BC 2009 CIP BASIC
_ 2015 051 09DS 2009 CIP DATA SHARING

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


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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHRPTG1D PHRPTG2M Maintain SAAS Reporting Category 12:30 PM

*Action: A (A,C)

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

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

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

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

Your Action ...	System Response ...
<p>6. Enter the following information.</p> <p>Budget Year: Required. Enter the budget year in YYYY format.</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Reporting Category: Required. Enter a code that is unique within the agency.</p> <p>Rept Category Name: Optional. However, there will be no descriptions on reports for this code if this field is left blank.</p> <p>Federal Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 80.0000 (80%) federally funded.</p> <p>State Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 20.0000 (20%) state funded.</p>	

Your Action ...	System Response ...
<p>Continued.</p> <p>Other Percent: Required. Enter the percentage in which expenditures are segregated for grant purposes, <i>i.e.</i>, 0.0000 (00%) other funded.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>Rep Catg added/displayed successfully.</p>

SAAS Bank Account Table

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

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHBANK1B PHBANK1M SAAS Bank Account Table 12:32 PM

Actions: (A,D,M,P)
      Acct      Bank      Bank      Bank
Act BY Code Account Number Account Name Number      Bank Name
-----
*** End of Data ***

Budget Year: ____ Bank Account Code: __
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd                      Quit
    
```

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

```

PHFNC10 PHVJ STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/15/2019
PHBANK1D PHBANK2M Maintain SAAS Bank Table 12:33 PM

*Action: A (A,C)

Budget Year: ____ Bank Account Code: __

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

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

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

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

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

SAAS Tables Group 2

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

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

```

PFNC10 PAVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/20/2019
PHIMAINU PHIMAINM SAAS Tables Group 2 Menu 02:23 PM

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

Code: __

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

SAAS Vendor Table

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

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

```

PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/20/2019
PHVEND1B PHVEND1M SAAS Vendor Table 02:25 PM

Actions: (A,D,M)
Vendor
Act Code Vendor Name Fed Id Hold EFT Misc
Flag Ind
-----
*** End of Data ***

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

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

```

PAFNC10 PAVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/20/2019
PHVEND1D PHVEND2M Maintain SAAS Vendor Table 02:26 PM

*Action: A (A,C,D)

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

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

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

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

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Payment Hold Ind: Optional. Enter Y or N to indicate payment is on hold.</p> <p>Misc Vendor Ind: Optional. Enter the code from the Minority Vendor Self Certification Form.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>Vendor added/ displayed successfully.</p>

SAAS Vendor Table by Name

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

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


```

PHFNC10 PHVL STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHVEND3B PHVEND3M SAAS Vendor Table by Name 02:15 PM

Actions: (D)

Act Vendor Name Vendor Code Fed Id Hold EFT Misc
Flag Ind
-----
*** End of Data ***

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

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

```

PAFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHVEND10 PHVEND2M Maintain SAAS Vendor Table 02:18 PM

*Action: A (A,C,D)

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

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

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

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

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Payment Hold Ind: Optional. Enter Y or N to indicate payment is on hold.</p> <p>Misc Vendor Ind: Optional. Enter the code from the Minority Vendor Self Certification Form.</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>Vendor added/ displayed successfully.</p>

SAAS/MAGIC Vendor Cross Walk Table

The table is for display only for DFA.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose VX (SAAS/MAGIC Vendor Cross Walk Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS/MAGIC Vendor Cross Walk Table will appear.

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHVNCX1B PHVNCX1M SAAS/MAGIC Vendor Cross Walk Table 02:20 PM

Actions: (D)
      SAAS      MAGIC
Act  Vendor    Vendor      MAGIC Name1      MAGIC Name2
-----
*** End of Data ***

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

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

SAAS/MAGIC G/L Account Code Cross Walk Table

The table is display only for DFA.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose GL (SAAS/MAGIC G/L Account Code Cross Walk Table) from the SAAS Tables Group 2 Menu and press ENTER.	The SAAS/MAGIC G/L Account Code Cross Walk Table will appear.

```

PFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHGLCX1B PHGLCX1M SAAS/MAGIC G/L Account Code Cross Walk Table 02:22 PM

Actions: (D)
      SAAS                                MAGIC
Act GLACCT  SAAS GLACCT Description      GLACCT  MAGIC GLACCT Description
-----
*** End of Data ***

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

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHGLCX1D PHGLCX2M Maintain SAAS/MAGIC G/L Account Code Cross Walk Ta 02:23 PM

*Action: _ (C,D,N)

SAAS GLACCT.....: 10090
SAAS Description....: _____
MAGIC GLACCT.....: _____
MAGIC Description....: _____

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

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

SAAS Electronic Fund Transfer Table

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

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

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

```

PFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHEFTT1B PHEFTT1M SAAS Electronic Fund Transfer Table 02:24 PM

Actions: (A,D,M,P) CK
EFTT Bank SA
Act Vendor Vendor Name Account Number EFTT Bank Name Ind St
-----
*** End of Data ***

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

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHEFTT1D PHEFTT2M Maintain SAAS EFTT Table 02:25 PM

*Action: A (A,C)

*Vendor: _____

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

Checking/Savings Ind: _ EFT Status: _

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Vendor Code: Required. Enter the 11-digit number to be added. Must be valid on VEND table.</p> <p>ABA No/Check Digit.: Required. ABA Number and check digit found on the lower left hand corner of the vendor's check.</p> <p>Bank Account Number: Required. The vendor's bank account number from the check.</p> <p>*Bank Acct Code: Required. A SAAS two-digit field that identifies the bank account with the transaction.</p> <p>Bank Name: This field will be populated by the system.</p> <p>Checking/Savings Ind: Required. Valid codes are "C" or "S." An indication of the type of account in which funds are transferred.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>EFT Status: System will populate the vendor's status in EFT. Defaults to "N" when the vendor is added to this table. Valid codes are:</p> <p style="padding-left: 20px;">N –New A – Active H – Hold P – Pre-note processing begun</p> <p>Last Update Date/Time: The system will populate the date and time of last update affecting this screen.</p> <p>Last Update Program: The system will populate the program ID of last update date affecting this screen.</p> <p>Last Update User: The system will populate the user ID of last update data affecting this screen.</p>	
7. Press ENTER.	<p>The system will display the following message:</p> <p>EFTT added/ displayed successfully.</p>

SAAS Agency Project Table

This table records financial and descriptive information about projects.

This table is maintained by the Agencies.

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHAGPR1B PHAGPR1M SAAS Agency Project Table 02:27 PM

Actions: (A,D,M,P)

Act Agency Project Project Manager Project Description
-----
*** End of Data ***

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

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

```

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/04/2019
PHAGPR1D PHAGPR2M Maintain SAAS Agency Project Table 02:28 PM

*Action: A (A,C)

*Agency: ___ Project: _____

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

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

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

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p>*Agency: Required. Enter the 3-digit SAAS agency number.</p> <p>Project: Required. Enter a unique code identifying the project.</p> <p>Project Start Date: Required. Enter the beginning date of the project (MMDDYYYY).</p> <p>Project End Date: Required. Enter the ending date of the project (MMDDYYYY).</p> <p>Project Manager: Optional. Enter the person name managing the project.</p> <p>Project Description: Optional. Enter a description from the project.</p> <p>Project Status: Optional. A one letter code indicating the status of the project; "O" for Open or "C" for Closed.</p>	

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

SAAS Project Budget Line Inquiry Table

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

This table is maintained by the Agencies.

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

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/05/2019
PHPRBL1B PHPRBL1M SAAS Project Budget Line Inquiry Table 12:03 PM

Actions: (A,D,M,P)

Act Agency Project Sub Project Phase Description
-----
- 107 C0001 01 0 ADAMS COUNTY CRIME STOPPERS
- 107 C0006 06 0 BOLIVAR COUNTY CRIME STOPPER
- 107 C0008 08 0 CARROLL COUNTY CRIME STOPPER
- 107 C0011 00 0 CLAIBORNE CNTY CRIMESTOPPERS
- 107 C0012 12 0 CLARKE CO CRIME STOPPERS
- 107 C0014 00 0 COAHOMA CO CRIMESTOPPERS
- 107 C0020 00 0
- 107 C0020 20 0 GEORGE CO CRIME STOPPERS
- 107 C0023 00 0 HANCOCK COUNTY CRIMESTOPPERS
- 107 C0026 26 0 HOLMES COUNTY CRIME STOPPERS
- 107 C0030 00 0 JACKSON COUNTY CRIMESTOPPERS

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

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

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/05/2019
PHPRBL1D PHPRBL2M Maintain SAAS Project Budget Line Inquiry Table 12:04 PM

*Action: A (A,C)

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

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

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

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

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

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

MAGIC Acct Dist Cross-walk

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose S2 (SAAS Tables Group 2) from the Generate SAAS Transaction Menu and press ENTER.	The SAAS Tables Group 2 Menu will appear.
4. Choose AD (MAGIC Acct Dist Cross-walk) from the SAAS Tables Group 2 Menu and press ENTER.	The MAGIC Acct Dist Cross-walk screen will appear.

```

PAFNC10 ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** 09/05/2019
PHPMAD2B - MAGIC Acct Dist Cross-walk - 12:07 PM
3 more >
(D) SAAS SPAHRS Appr Pgm Sub Rept Proj
Act BY Agcy Agcy Unit Fund Num Org Org Cat Act Code Loc
-----
- 2015 551 0551 2551 3566 04 0402
- 2015 551 0551 2551 3566 04 0404
- 2015 551 0551 2551 3566 05 0402
- 2015 551 0557 2554 2554 01 0800
- 2015 551 0558 2552 3552 01 0971
- 2015 551 0559 2553 2553 01 0601
- 2016 451 0451 2451 345F 00 1301
- 2016 464 0460 2463 3463 01 1010 S010 00014000
- 2016 464 0460 2463 3463 01 1030 W030 00203000
- 2016 464 0460 2463 3463 01 1030 W030 00302000
- 2016 464 0460 2463 3463 01 1050 00611000
BY: SPAHRS Agcy: Fund:
Pgm Num: Org: Sub Org: Rept Cat:
Activity: Proj Code: Location:
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. Choose Display in the action field and press ENTER.	The MAGIC Acct Dist Cross-walk Display screen will appear.


```

PHFNC10 ***** STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM ***** 09/05/2019
PHPMAD2D - MAGIC Acct Dist Cross-walk Display - 12:10 PM

*Action: _ (D,N)

      SAAS Fields                MAGIC Fields
Budget Year.....: 2015          Business Area.....: 1551
SAAS Agency.....: 551           Functional Area...: 1551010400000400
SPAHRS Agency...: 0551          Fund Number.....: 3356600000
Appropriation Unit.: 2551        Cost Center.....: 1551040020
Fund Number.....: 3566          Internal Order....: _____
Program NUmber....: 04           Work Breakdown Str: _____
Organization.....: 0402         Fund Center.....: 1551040020_____
Sub Organization...: _____ Funded Program....: NRFP_____
Reporting Category.: _____
Activity.....: _____
Project Code.....: _____
Location.....: _____

LastUpdTm: 09/05/2019 2:01:28.4 AM LastUpdUser: PHXWAD1T
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
      Help Main End                                           Quit

```