Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6331 SPAHRS Travel Browses and Reports	Revision Date: 2/03/2020
	Version: 9

Table of Contents

Objective

Students will be introduced to the SPAHRS travel process.

Outcome

An understanding of the travel browses is obtained.

Overview

The SPAHRS Travel process is used to process travel payments for employees and workers. Most travel must be processed in SPAHRS. The only exception occurs when an *agency* credit card is used to purchase airline tickets, manage direct bill arrangement with hotels, or pay seminar or conference registration costs directly for travelers. These types of expenses must be charged to a travel expenditure code and are paid through the MAGIC system. Travel payments made through SPAHRS are interfaced directly into MAGIC to ensure the payments are reflected in the agencies' budget and accounting records.

Travel Browses

There are multiple browse options for SPAHRS Travel. The following section represents the Travel Browse options in SPAHRS.

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHIMAINU PHIMAINM                    Travel Menu                        12:56 PM


              Code       Description                        FastPath


               TA    Travel Authorization                  TAUT
               AT    Travel Advance/PTE Request            TADV
               IS    In-State Travel                       TRIS
               OS    Out-of-State Travel                   TROS
               OC    Out-of-Country Travel                 TROC
               TS    Official Travel Voucher Summary       TRSU
               ST    Preliminary/Final Travel Submission   TRSUB
               TD    Travel Distribution                   TRDIST
               TB    Travel Browses
               UN    Un-Freeze Travel Records
               TU    Travel Upload/Download
               TJ    Travel Adjustments



       Code: __


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

There are twelve options on the Travel Menu. Eight of the options will display the requested function when chosen. The Travel Browses, Un-freeze Travel Summary, Travel Adjustment, and Travel Upload/Download will display a separate menu. The Un-Freeze Travel Records option is for MMRS Use Only. The browse options will display separate menus. The travel browses are detailed below.

Your Action …	System Response …
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHIMAINU PHIMAINM              Travel Browses Menu                    12:56 PM


          Code      Description                          FastPath

          TA    Paid Travel Advance/PTE                  TRBADV
          TV    Paid Travel Voucher                      TRBVO
          TS    Paid Travel Summary                      TRBSU
          TD    Travel Distribution Browse               TRBDIST
          TB    Approved/Un-Approved/Pending Approval Browses  TRAVEL
          TG    Travel Accounting (Gen SAAS) Browses
          TW    Travel Warrants / Eft's Browses
          TP    Travel Payments by Trip / Person Reports  TRVOO
          TC    Browse Travel Vendor Credits
          TE    Travel Pay Details Browse                 TRPD
          GP    Get PID                                   GPID




      Code: __

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

Paid travel Advance/PTE

Your Action …	System Response …
3. Choose **TA (**Paid Travel Advance/PTE) from the SPAHRS Travel Menu and press ENTER. Selection criteria include Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Paid Travel Advance/PTE screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Pay Date, Record Sequence, Payroll Run Number, and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRAV5B PHTRAV5M          Paid Travel Advance/PTE                   12:57 PM

Action: (D)         Trav    Trip        Date                Rec   Payroll  App
Act  Agcy    SSN    Type    Number      to Pay   Pay Date   Seq   Run#     Req
---  ----  --------- ----  ----------  ---------  ---------  ---   -------- ---
                       *** End of Data ***













 *Agency: ____  *SSN: _____  BFY: ____  Travel Type: __  Trip#: _____

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

Your Action …	System Response …
4. Choose **D**isplay by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Paid Travel Voucher

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TV** (Paid Travel Voucher) from the Travel Browses Menu and press ENTER. Selection criteria include Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Paid Travel Voucher screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Pay Date, Voucher Number, Travel Run Number, Approval Requested and Adjustment Indicator.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRV05B PHTRV05M                Paid Travel Voucher                   12:58 PM

Action: (D)        Trav    Trip         Date                Vouch Travel  App Adj
Act Agcy   SSN     Type    Number       to Pay    Pay Date   Nbr   Run#   Req Ind
--- ---- --------- ---- ------------ ---------- ---------- ---- -------- --- ---
                             *** End of Data ***










    *Agency: ____  *SSN: _____  BFY: ____  Travel Type: __ Trip#: _____

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

Your Action …	System Response …
4. Choose **D**isplay by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Paid Travel Summary

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TS** (Paid Travel Summary) from the Travel Browses Menu and press ENTER.

Selection criteria include Agency, Social Security Number, and Date to Pay. | The Paid Travel Summary screen will appear.

Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number and Approval Requested. |

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRSU5B PHTRSU5M               Paid Travel Summary                  12:59 PM

   Action: (D)              Date                    Payroll   App
   Act   Agcy    SSN        to Pay     Pay Date     Run#      Req
   ---   ----  ---------  ----------  ----------   ---------  ---
                          *** End of Data ***

      *Agency: ____    *SSN: _____    Date to Pay: __ __ ____

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

Your Action …	System Response …
4. Choose **D**isplay by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Travel Distribution Browse

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TD** (Travel Distribution Browse) from the Travel Browses Menu press ENTER. Selection criteria include: Agency, Employee Type, PIN/WIN, Travel Type, Trip Number, Start Date, and End Date.	The Travel Distribution Browse screen will appear. Information is displayed by: Agency, Employee Type, PIN/WIN, Travel Type, Trip Number, Start Date, End Date, Approval Requested, BFY and Last Posted.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRAC5B PHTRAC5M              Travel Distribution Browse                01:00 PM

(D,M)   Empl  PIN  Trvl    Trip           Start        End     Ap        Last
Act Agcy Type  WIN  Type    Number          Date        Date    Rq BFY  Posted
--- ---- ---- ------ ---- ------------ ---------- ---------- -- ---- ----------
                             *** End of Data ***

















*Agency: ____   Emp Type: _  PIN/WIN: _____   Travel Type: __ (IS,OS,OC)
Trip Number: _____   Start Date: __ __ ____   End Date: __ __ ____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd                     Quit
```

Your Action …	System Response …
4. Choose **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Account Distribution screen will appear.

Approved/Un-Approved/Pending/Approval Browses

The following pages represent screen prints of each menu option found on the Approved/Un-Approved/ Pending/ Approval Browses Menu.

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHIMAINU PHIMAINM Approved/Un-Approved/Pending Approval Browses Menu   01:01 PM


           Code      Description                              FastPath


            AA    Approved Advances/PTEs                       TRADA
            NA    Un-Approved Advances/PTEs                    TRADN
            PA    Pending Approval Advances/PTEs               TRADP
            AU    Approved Authorizations                      TRAUA
            NU    Un-Approved Authorizations                   TRAUN
            PU    Pending Approval Authorizations              TRAUP
            AV    Approved Travel Vouchers                     TRVOA
            NV    Un-Approved Travel Vouchers                  TRVON
            PV    Pending Approval Travel Vouchers             TRVOP
            SA    Approved Travel Summaries                    TRSUA
            NS    Un-Approved Travel Summaries                 TRSUN
            PS    Pending Approval Travel Summaries            TRSUP



     Code: __

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

Approved Advances/PTEs

Your Action ...	System Response ...
4. Choose **AA** (Approved Advances/PTEs) from the Approved/Un-Approved/Pending/ Approval Browses Menu and press ENTER. Selection criteria include: Agency, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Approved Advances/PTEs screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Advance to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRADAB PHTRADAM             Approved Advances/PTEs                  01:01 PM

Action: (D,M)      Trav    Trip          Date        Advance     Rec    Payroll  App
Act  Agcy   SSN    Type    Number        to Pay      to Date     Seq    Run#     Rec
---  ----  -------- ----  ------------  ----------  ----------   ---   -------- ---
                          *** End of Data ***




















 *Agency:_____   *SSN: _____   BFY: ____   Travel Type: __  Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Un-Approved Advances/PTEs

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **NA** (Un-Approved Advances/PTEs) from the Approved/Un-Approved/Pending/ Approval Browses Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number.	The Un-Approved Advances/PTEs screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Advance to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRADNB PHTRADNM             Un-Approved Advances/PTEs                 01:02 PM

Action: (D,M)      Trav    Trip         Date       Advance    Rec    Payroll  App
Act  Agcy    SSN   Type    Number       to Pay     to Date    Seq    Run#     Req
---  ----  --------- ----  ------------ ---------- ---------- ---   --------- ---
                            *** End of Data ***

















  *Agency: ____   *SSN: _____    BFY: ____  Travel Type: __  Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Pending Approval Advances/PTEs

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **PA** (Pending Approval Advances/PTEs) from the Approved/Un-Approved/Pending/Approval Browses Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal year, Travel Type, and Trip Number	The Pending Approval Advances/PTEs screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Advance to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRADPB PHTRADPM          Pending Approval Advances/PTEs             01:03 PM

Action: (D,M)     Trav    Trip         Date       Advance    Rec    Payroll   App
Act  Agcy   SSN   Type    Number       to Pay     to Date    Seq    Run#      Req
---  ----  ------- ----  ------------ ---------- ---------- ---   --------- ---
                              *** End of Data ***
















 *Agency: ____   *SSN: _____    BFY: ____   Travel Type: __  Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Advance/PTE Request screen will appear.

Approved Authorizations

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **AU** (Approved Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Travel Type, and Trip Number.	The Approved Authorizations screen will appear. Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title and Approval Requested.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRAUAB PHTRAUAM              Approved Authorizations                 01:04 PM
Action: (D,M)
             Tr     Trip        Trip                                        App
Act Agcy     Ty     Number      From Date   Destination        Title       Req
--- ----     --  ------------  ----------  --------------  --------------------  ---
                             *** End of Data ***




















  *Agency: ____    Travel Type: __    Trip 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. Choose **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Un-Approved Authorizations

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **NU** (Un-Approved Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Travel Type, and Trip Number.	The Un-Approved Authorizations screen will appear. Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title, and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRAUNB PHTRAUNM           Un-Approved Authorizations              01:05 PM
Action: (D,M)
            Tr    Trip        Trip                                        App
Act Agcy    Ty    Number      From Date   Destination      Title          Req
--- ----    --  ------------  ---------- --------------  --------------------  ---
                            *** End of Data ***




















 *Agency: ____    Travel Type: __    Trip 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. Choose **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Pending Approval Authorizations

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **PU** (Pending Approval Authorizations) from the Approved/Un-Approved/ Pending/ Approval Browses Menu and press ENTER. Selection criteria include: Agency Number, Travel Type, and Trip Number.	The Pending Approval Authorizations screen will appear. Information is displayed by: Agency, Travel Type, Trip Number, Trip From Date, Destination, Title, and Approval Requested.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRAUPB PHTRAUPM            Pending Approval Authorizations               01:06 PM
Action: (D,M)
             Tr     Trip        Trip                                              App
Act Agcy    Ty    Number    From Date    Destination           Title            Req
--- ----    --  ------------  ----------  --------------  --------------------  ---
                        *** End of Data ***




















   *Agency: ____    Travel Type: __    Trip 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. Choose **D**isplay/**M**odify by the requested record and press ENTER.	The Travel Authorization screen will appear.

Approved Travel Vouchers

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **AV** (Approved Travel Vouchers) from the Approved/Un-Approved/ Pending/ Approval Browses Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Approved Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Pay Date, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRVOAB PHTRVOAM              Approved Travel Vouchers                 01:07 PM

Action: (D,M)      Trav   Trip                    Voucher   Rec   Payroll  App
Act  Agcy   SSN    Type   Number    Pay Date     to Date    Seq   Run#     Req
---  ----  -------- ----  ------------ ---------- ----------  ---  -------- ---
                        *** End of Data ***




















 *Agency: ____   *SSN: _____    BFY: ____   Travel Type: __  Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Un-Approved Travel Vouchers

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **NV** (Un-Approved Travel Vouchers) from the Approved/Un-Approved/ Pending/ Approval Browses Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Un-Approved Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRVONB PHTRVONM          Un-Approved Travel Vouchers               01:08 PM

Action: (D,M)     Trav   Trip         Date       Voucher    Rec   Payroll  App
Act  Agcy   SSN   Type   Number       to Pay     to Date    Seq   Run#     Req
---  ----  --------- ---- ------------ ---------- ---------- ---  --------- ---
                        *** End of Data ***













 *Agency: ____    *SSN: _____     BFY: ____   Travel Type: __ Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Pending Approval Travel Vouchers

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **PV** (Pending Approval Travel Vouchers) Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	The Pending Approval Travel Vouchers screen will appear. Information is displayed by: Agency, Social Security Number, Travel Type, Trip Number, Date to Pay, Voucher to Date, Record Sequence, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRVOPB PHTRVOPM         Pending Approval Travel Vouchers             01:09 PM

Action: (D,M)      Trav    Trip          Date       Voucher   Rec   Payroll  App
Act  Agcy    SSN   Type    Number        to Pay     to Date   Seq   Run#     Req
---  ----  --------- ----  ------------  ---------- ---------- ---   -------- ---
                        *** End of Data ***

















 *Agency: ____   *SSN: _____    BFY: ____   Travel Type: __  Trip#: _____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The In-State, Out of State, or Out of County Travel screen will appear.

Approved Travel Summaries

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **SA** (Approved Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Approved Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number, Approval Requested, and Number of Vouchers.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRSUAB PHTRSUAM           Approved Travel Summaries                01:10 PM

  Action: (D,M)          Date                    Payroll   App  Number of
  Act   Agcy    SSN      to Pay     Pay Date      Run#      Req  Vouchers
  ---   ----  ---------  ----------  ----------  ---------  ---  ---------
                        *** End of Data ***

     *Agency: ____   *SSN: _____   Date to Pay: __ __ ____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Un-Approved Travel Summaries

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **NS** (Un-Approved Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Un-Approved Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number and Approval Requested.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRSUNB PHTRSUNM          Un-Approved Travel Summaries               01:11 PM

   Action: (D,M)          Date                    Payroll    App
   Act   Agcy    SSN      to Pay     Pay Date      Run#       Req
   ---   ----  ---------  ----------  ----------   ---------  ---
                        *** End of Data ***

















   *Agency: ____   *SSN: _____   Date to Pay: __ __ ____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Pending Approval Travel Summaries

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TB** (Approved/Un-Approved/Pending/ Approval Browses) from the Travel Browses Menu and press ENTER.	The Approved/ Un-Approved/Pending Approval Browses Menu will appear.
4. Choose **PS** (Pending Approval Travel Summaries) from the Approved/Un-Approved/ Pending/ Approval Browses Menu. Press ENTER. Selection criteria include: Agency Number, Social Security Number, and Date to Pay.	The Pending Approval Travel Summaries screen will appear. Information is displayed by: Agency, Social Security Number, Date to Pay, Pay Date, Payroll Run Number, Approval Requested and Number of Vouchers.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRSUPB PHTRSUPM         Pending Approval Travel Summaries              01:12 PM

   Action: (D,M)          Date                     Payroll   App  Number of
   Act   Agcy    SSN      to Pay     Pay Date      Run#      Req  Vouchers
   ---   ----  ---------  ----------  ----------  ---------  ---  ---------
                          *** End of Data ***

     *Agency: ____   *SSN: _____   Date to Pay: __ __ ____

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 **D**isplay/**M**odify by the requested record and press ENTER.	The Official Travel Voucher Summary screen will appear.

Travel Accounting (GEN SAAS) Browses

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browses Menu will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHIMAINU PHIMAINM     Travel Accounting (Gen SAAS) Browses Menu       12:45 PM


           Code       Description                          FastPath


           JE    Browse Journal Entry/Encumbrance          TRBJE
           EE    Browse Journal Entry/Encumbrance Errors   TRBJEE
           BD    Browse SPAHRS Documents                   TRBDOC
           RD    REJECTED SPAHRS Documents by MAGIC        TRBDOCR
           SB    MAGIC On-Line Batch Status                TRBSTAT
           BP    Employee Position Account Distribution    TEPAD
           BR    Employee Position Acct Dist By Run Number TEPADR









       Code: __


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

Browse Journal Entry/Encumbrance

Your Action …	System Response …
4. Choose **JE** (Browse Journal Entry/Encumbrance) from the Travel Accounting (Gen SAAS) Browses Menu and press ENTER. This is a three-panel browse. Selection criteria include: Payroll Run Number, Agency, SAAS Agency, and Social Security Number.	The Browse Journal Entry/Encumbrance screen will appear. Panel 1 Information is displayed by: Social Security Number, Trip Number, Pay Period End Date, Run Number, Contract Number, and Error Indicator.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRJV7B PHTRJV7M           Browse Journal Entry/Encumbrance             01:13 PM
                                                                       2 more >
Action: (D)                                                    Error
Act        SSN        Trip Number      PP End Date      Run#     Ind
---     ---------    ------------    -----------    ---------    -----












*Payroll Run Number: _____  Agency: 0002 SAAS Agency: ___  *SSN: _____
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. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRJV7B PHTRJV7M          Browse Journal Entry/Encumbrance             01:14 PM
< 1 more                                                               1 more >
Action: (D)              Sb  Rptg Project      Sb                          Obj
Act Pgm S Fund Actv Org Org Cat  Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
--- --- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                          *** End of Data ***




















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

Your Action …	System Response …
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Budget Year, JV, PO/JV Number, Line Number, Amount, and Errors.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRJV7B PHTRJV7M         Browse Journal Entry/Encumbrance             01:15 PM
< 2 more
Action: (D)   PO / JV   Ln
Act  Yr  JV   Number    No     Amount                Errors
--- ---- -- ---------- --- ------------- --------------------------------
                       *** End of Data ***

















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

Browse Journal Entry/Encumbrance Errors

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browses Menu will appear.
4. Choose **EE** (Browse Journal Entry/Encumbrance Errors) from the Travel Accounting (Gen SAAS) Browses Menu and press ENTER.

This is a two-panel screen. Selection criteria include Payroll Run Number, Agency Number, and SAAS Agency Number. | The Browse Journal Entry/Encumbrance Errors screen will appear.

Panel 1 Information is displayed by: Social Security Number, Trip Number, Pay Period End Date, and Errors |

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRJV3B PHTRJV3M    Browse Journal Entry/Encumbrance Errors          01:18 PM
                                                                     1 more >
Action: (D)
Act    SSN     Trip Number  PP End Date            Errors
--- ---------  ------------ -----------  ----------------------------------




















*Payroll Run Number: _____   Agency: 0002  SAAS Agency: ___
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd         Left  Right Quit
```

Your Action …	System Response …
5. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRJV3B PHTRJV3M     Browse Journal Entry/Encumbrance Errors        01:19 PM
< 1 more
Action: (D)              Sb  Rptg Project     Sb                        Obj
Act Pgm S Fund Actv Org Org Cat  Number   Loc Obj Agcy-1 Agcy-2 Agcy-3 Code
--- -- - ---- ---- ---- -- ---- -------- ---- -- ------ ------ ------ -----
                        *** 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                    Bkwd  Fwd        Left  Right Quit
```

Browse SPAHRS Documents

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browses Menu will appear.
4. Choose **BD** (Browse SPAHRS Documents) from the Travel Accounting (Gen SAAS) Browses Menu and press ENTER. This is a four-panel screen. Selection criteria include Payroll Run Number, SPAHRS Agency Number, SAAS Agency Number, and Document.	The selected screen will appear. Panel 1 Information is displayed by: Reject MAGIC, Social Security Number, Budget Year, PO/JV, PO/JV Number, Line Number, Post Date, Pay Period End Date, and Pay Frequency.

```
PHFNC10  PHVF      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    02/03/2020
PHTRAE1B PHTRAE1M               Browse SPAHRS Documents             09:45 AM
                                                                   3 more >
 Reject            Budgt  PO   PO\JV      Line    Post     Pay Period  Pay
 MAGIC     SSN      Yr     JV   Number     Num     Date     End Date    Freq
 -----  ---------  -----  --  ----------  ----  ----------  ----------  ----















*Payroll Run Number _____    SPAHRS Agency 0001   SAAS Agency ___
 Document _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                    Bkwd  Fwd          Left  Right Quit
```

Your Action …	System Response …
5. Press F11 to access the second panel.	Panel 2 Information is displayed by: Object Code, Amount, Amount Type, Adjust Paid Date, Program, F/S (Funding Source), Fund, Activity, Organization, Sub Organization, and Reporting Category.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM        11/19/2019
PHTRAE1B PHTRAE1M                Browse SPAHRS Documents                  01:26 PM
< 1 more                             Adjust                             2 more >
Object                     Amount    Paid          F                    Sub Reptg
 Code      Amount          Type      Date     Pgm  S    Fund  Actv  Org  Org  Cat
_____ _____ _____ _____  ___  __  ____  ____  ____ ___ _____
                          *** End of Data ***




















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

Your Action …	System Response …
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, Contract Number, Vendor Code, and Contract Type.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRAE1B PHTRAE1M              Browse SPAHRS Documents               01:26 PM
< 2 more                                                            1 more >
Project        Sub                          Contract    Vendor    Contract
Number    Loc  Obj Agcy-1 Agcy-2 Agcy-3     Number      Code       Type
--------  ---- --- ------ ------ ------ --------  ----------- --------
                            *** End of Data ***

















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

Your Action …	System Response …
7. Press F11 to access the fourth panel.	Panel 4 Information is displayed by: Last Update Userid and Last Update Time.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   11/19/2019
PHTRAE1B PHTRAE1M            Browse SPAHRS Documents                 01:27 PM
< 3 more
           Last Update              Last Update
             Userid                    Time
           -----------          ------------------------
                              *** End of Data ***









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

Rejected SPAHRS Documents by MAGIC

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses Menu and press ENTER.	The Travel Accounting (Gen SAAS) Browses Menu will appear.
4. Choose **RD** (Rejected SPAHRS Documents by MAGIC) from the Travel Accounting (Gen SAAS) Browses Menu. Press ENTER. This is a four-panel screen. Selection criteria include: SPAHRS Agency Number, SAAS Agency Number, and Payroll Run Number.	The Rejected SPAHRS Documents by MAGIC screen will appear. Panel 1 Information is displayed by: Reject MAGIC, Social Security Number, Budget Year, PO/JV, PO/JV Number, Line Number, Post Date, Pay Period End Date, and Pay Frequency

```
PHFNC10  PHVF        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      02/03/2020
PHTRAE2B PHTRAE2M         REJECTED SPAHRS Documents by MAGIC             09:47 AM
                                                                       3 more >
 Reject                Budgt  PO    PO\JV      Line    Post      Pay Period  Pay
 MAGIC     SSN         Yr     JV    Number     Num     Date      End Date    Freq
 -----  ---------     -----   --   ----------- ----   ---------- ---------- ----
                            *** End of Data ***














 SPAHRS Agency 0001   SAAS Agency ___   *Payroll Run Number _____
 Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Your Action …	System Response …
5. Press F11 to access the second panel.	Panel 2 Information is displayed by: Object Code, Amount, Amount Type, Adjust Paid Date, Program, F/S (Funding Source), Fund, Activity, Organization, Sub Organization, and Reporting Category.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRAE2B PHTRAE2M         REJECTED SPAHRS Documents by MAGIC             01:36 PM
< 1 more                        Adjust                                 2 more >
Object                    Amount   Paid            F                    Sub Reptg
 Code       Amount        Type     Date      Pgm  S   Fund  Actv  Org   Org  Cat
------  --------------  ------  ----------   ---  --  ----  ----  ----  ---  -----
                        *** End of Data ***






















SPAHRS Agency 0002   SAAS Agency ___   *Payroll Run Number _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

Your Action …	System Response …
6. Press F11 to access the third panel.	Panel 3 Information is displayed by: Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, Contract Number, Vendor Code, and Contract Type.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRAE2B PHTRAE2M         REJECTED SPAHRS Documents by MAGIC          01:36 PM
< 2 more                                                           1 more >
Project        Sub                       Contract    Vendor      Contract
Number   Loc  Obj Agcy-1 Agcy-2 Agcy-3  Number      Code        Type
-------- ---- --- ------ ------ ------ --------  ----------- --------
                            *** End of Data ***




















SPAHRS Agency 0002   SAAS Agency ___   *Payroll Run Number _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Main  End                    Bkwd  Fwd        Left  Right Quit
```

Your Action …	System Response …
7. Press F11 to access the fourth panel.	Panel 4 Information is displayed by: Last Update Userid and Last Update Time.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRAE2B PHTRAE2M         REJECTED SPAHRS Documents by MAGIC          01:37 PM
< 3 more
             Last Update              Last Update
               Userid                    Time
            -----------          ------------------------
                          *** End of Data ***










SPAHRS Agency 0002   SAAS Agency ___   *Payroll Run Number _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End                     Bkwd  Fwd         Left  Right Quit
```

MAGIC On-Line Batch Status

The MAGIC On-Line Batch Status browse screen requires an additional procedure in order to view information.

Your Action ...	System Response ...
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses and press ENTER	The Travel Accounting (Gen SAAS) Browses Menu will appear.
4. Choose **SB** (MAGIC On-Line Batch Status) from the Travel Accounting (Gen SAAS) Browses) Menu and press ENTER.	The MAGIC On-Line Batch Status screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRAI1D PHTRAI1M              MAGIC On-Line Batch Status              01:38 PM

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

*Payroll Run Number: _____     SPAHRS Agency: 0002   SAAS Agency: ___
 Pay Freq:                                          Entries in error:

  JV Sent:                             JV Posted:


  _____General Fund_____  _____Special Fund_____
  Fund     PIN Amount     WIN Amount  Fund     PIN Amount     WIN Amount








Totals:

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

Your Action ...	System Response ...
5. Choose **D**isplay and Enter the following information: **Payroll Run Number**: The payroll run number. **SPAHRS Agency Number**: The 4-digit SPAHRS number. **SAAS Agency Number**: The 3-digit SAAS number.	.
6. Press ENTER.	The system will complete the fields shown on the screen

Employee Position Account Distribution

Your Action ...	System Response ...
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses and press ENTER	The Travel Accounting (Gen SAAS) Browses Menu will appear.

Your Action …	System Response …
4. Choose **BP** (Employee Position Account Distribution) from the Travel Accounting (Gen SAAS) Browses Menu and press ENTER. This is a two-panel screen. Selection criteria include: Agency Number, Social Security Number. Employee Type, PIN/WIN number, Pay Period Accounted In, and Pay Period End Date.	The Employee Position Account Distribution screen will appear. Information is displayed by: Agency, Social Security Number, Pay Period Accounted In Date, Pay Period End Date, Object code, Amount Type, Deduction/Tax Code, Amount Distributed, P/F Indicator and PIN/WIN Number

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTREP2B PHTREP2M      Employee Position Account Distribution          01:41 PM
                                                                      1 more >
                   PP Accnted   PP End   Object Amt DedTax   Amount    P  PIN
Act Agcy    SSN     In Date      Date     Code   Ty  Code  Distributed F  WIN
(D) ----  --------- ---------- ---------- ------ --- ------ ---------- - ------










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

Your Action …	System Response …
5. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTREP2B PHTREP2M       Employee Position Account Distribution         01:43 PM
< 1 more
        F                    Sb  Rptg  Proj              Sb                Object
Act Pgm S  Fund Actv Org   Org Cat   Number   Loc  Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- -- ---- ---- ----  --- ----  -------- ---- --- ------ ------ ------ -----
                          *** End of Data ***




















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

Employee Position Account Distribution by Run Number

Your Action ...	System Response ...
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TG** (Travel Accounting (Gen SAAS) Browses) from the Travel Browses and press ENTER	The Travel Accounting (Gen SAAS) Browses Menu will appear.
4. Choose **BR** (Employee Position Account Distribution by Run Number) from the Travel Accounting (Gen SAAS) Browses Menu and press ENTER. This is a two-panel screen. Selection criteria include: Payroll Run Number, Agency Number, Social Security Number, Employee Type, Pay Period Accounted In, and Pay Period End Date	The Employee Position Account Distribution by Run Number screen will appear. Information is displayed by: Agency, Social Security Number, Pay Period Accounted In Date, Pay Period End Date, Object Code, Amount Type, Deduction/Tax Code, Amount Distributed, P/F Indicator and PIN/WIN number.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTREP3B PHTREP3B    Employee Position Acct Dist By Run Number           01:44 PM
                                                                      1 more >
                     PP Accnted   PP End    Object Amt DedTax    Amount    P  PIN
Act Agcy    SSN       In Date      Date     Code   Ty  Code  Distributed F  WIN
(D) ----  ---------  ----------  ----------  ------ --- ------ ----------- - ------

















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

Your Action …	System Response …
5. Press F11 to access the second panel.	Panel 2 Information is displayed by: Program, Source, Fund, Activity, Organization, Sub Organization, Reporting Category, Project Number, Location, Sub Object, Agency-1, Agency-2, Agency-3, and Object Code.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTREP3B PHTREP3B     Employee Position Acct Dist By Run Number        01:48 PM
< 1 more
        F                    Sb  Rptg  Proj          Sb                    Object
Act Pgm S  Fund Actv Org  Org Cat   Number   Loc  Obj Agcy-1 Agcy-2 Agcy-3 Code
(D) --- -- ---- ---- ---- --- ---- -------- ---- --- ------ ------ ------ ----
                          *** End of Data ***




















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

Travel Warrants/EFT's Browses

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TW** (Travel Warrants / EFTs Browses) from the Travel Browses Menu and press ENTER.	The Travel Warrants / EFTs Browses Menu will appear.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHIMAINU PHIMAINM        Travel Warrants / Eft's Browses Menu           01:49 PM


           Code     Description                            FastPath


           BW    Browse Employee Travel Warrants           TRBW
           BE    Browse Employee Travel EFT's              TRBE
           BS    Browse Specific Employee Travel EFT / Warr TRBS











      Code: __

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

Browse Employee Travel Warrants

Your Action …	System Response …
4. Choose **BW** (Browse Employee Travel Warrants) from the Travel Warrants/EFT's Browses Menu and press ENTER. Selection criteria include Agency and Warrant Number.	The Browse Employee Travel Warrants screen will appear. Information is displayed by Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRBW1B PHTRBW1M         Browse Employee Travel Warrants               01:50 PM

(D)      Warrant   Pay Period  Pay                       Issue
*Act     Number    End Date    Frq   SSN/Tax Id          Date        Amount
----   ----------- ---------- ----- ------------ ---------- --------------
                          *** End of Data ***

















  *Agency: ____      Warrant Number: _____

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 …
5. Choose **D**isplay beside the selected record and press ENTER.	The Maintain Travel Warrants for Workers screen will appear.

Browse Employee Travel EFTs

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TW** (Travel Warrants / EFTs Browses) from the Travel Browses Menu and press ENTER.	The Travel Warrants / EFTs Browses Menu will appear.
4. Choose **BE** (Browse Employee Travel EFTs) from the Travel Warrants / EFTs Browses Menu and press ENTER. Selection criteria include Agency and EFT Number.	The Browse Employee Travel EFTs screen will appear. Information is displayed by Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date, Amount, and ACE Stub.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRBE1B PHTRBE1M          Browse Employee Travel EFT's                01:51 PM

(D)      EFT       Pay Period  Pay                    Issue                 ACE
*Act    Number     End Date    Frq   SSN/Tax Id       Date       Amount    Stub
____  _____  _____  _____ _____  _____  _____ _____
                        *** End of Data ***











   *Agency: ____      EFT Number: _____


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 …
5. Choose **D**isplay beside the selected record and press ENTER.	The Maintain Travel EFTs for Workers screen will appear.

Browse Specific Employee Travel EFT/Warrant

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TW** (Travel Warrants / EFTs Browses) from the Travel Browses Menu and press ENTER.	The Travel Warrants / EFTs Browses Menu will appear.
4. Choose **BS** (Browse Specific Employee Travel EFT/Warrant) from the Travel Warrants / EFTs Browses Menu and press ENTER. Selection criteria include Agency, SSN, and Issue Date.	The Browse Specific Employee Travel EFT/Warrant) will appear. Information is displayed by SSN/Tax ID, Issue Date, Amount, W/E, Warrant/EFT Number, Pay Period End Date, Pay Frequency and Amount.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      11/19/2019
PHTRBS1B PHTRBS1M    Browse Specific Employee Travel EFT / Warr        01:52 PM
Actions: (D)
                   Issue     W    Warrant/     Pay Period  Pay
*Act    SSN/Tax Id Date      E  EFT Number     End Date    Frq       Amount
----   ----------  ---------- - ----------    ----------   ---   --------------
                        *** End of Data ***



















 *Agency: ____   *SSN: _____    Issue Date: __ __ ____   (MMDDYYYY)

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 …
5. Choose **D**isplay beside the selected record and press ENTER.	The Maintain Travel EFTs for Workers or Maintain Travel Warrants for Workers screen will appear.

Travel Payments by Trip / Person Reports

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TP** (Travel Payments by Trip / Person Reports) from the Travel Browses Menu and press ENTER.	The Travel Payments by Trip / Person Reports screen will appear.

```
PHFNC10  PHVC        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRVOOD PHTRVOOM      Travel Payments by Trip / Person Reports        01:53 PM


 _   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


Fiscal Year: ____   Payments by Trip Number: _   Payments by Person: _

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. Put an **X** beside the agency for which you would like Travel reports printed. Enter the Fiscal Year and place an "**X**" after Payments by Trip Number or Payments by Person.	
5. Press ENTER.	The Batch Job Submission box will appear.
6. Press ENTER.	The job will have been submitted successfully.

Browse Travel Vendor Credits

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TC** (Browse Travel Vendor Credits) from the Travel Browses Menu and press ENTER. Selection criteria include Agency Number, Vendor Number, and Transaction Code.	The Browse Travel Vendor Credits screen will appear. Information is displayed by: Vendor Number, Vendor Name, Tran, and Credit Amount.

```
PHFNC10  PHVC       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHTRWA1B PHPRWA8M         Browse Travel Vendor Credits                01:54 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 …
4. Choose **D**isplay beside the selected record and press ENTER.	The Detail Credit Listing By Employee screen will appear.

Travel Pay Details Browse

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **TE** (Travel Pay Details Browse) from the Travel Browses Menu and press ENTER. Selection criteria include: Agency Number, Social Security Number and Pay Period End Date.	The Travel Pay Details Browse screen will appear. Information is displayed by: Agency, Social Security Number, F/P Indicator, Payroll Run Number, Pay Period End Date, Supplement Run Number, and Supplement Run Date.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     11/19/2019
PHTRPD7B PHTRPD7M            Travel Pay Details Browse                02:17 PM

 (D)                    F/P    Payroll   Pay Period  Supplement Supplement
 Act   Agency    SSN    Ind  Run Number  End Date    Run Number  Run Date
 ---   ------  --------- ---  ----------  ----------- ----------  -----------
                        *** End of Data ***









 *Agency: ____   *SSN: _____    PP End Date: __ __ ____  (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 …
4. Choose **D**isplay beside the selected record and press ENTER.	The Pay Details Earnings/Deductions/Tax Summary screen will appear.

Get PID

Your Action …	System Response …
1. Choose **TR** (Travel) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TB** (Travel Browses) from the Travel Menu and press ENTER.	The Travel Browses Menu will appear.
3. Choose **GP** (Get PID) from the Travel Browses menu and press ENTER.	The Get PID screen will appear.

```
PHFNC10  PHVC      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    11/19/2019
PHIGPIDD PHIGPIDM                       Get PID                     02:17 PM




     Enter SSN: _____




        PID:
       Name:









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 employee's Social Security Number.	
5. Press ENTER.	The PID number will be displayed.

SPAHRS Reports

SPAHRS generates travel payroll reports when the travel payroll is processed. The reports described below are available from FMVIEW after the post back process. FMVIEW listings for available SPAHRS reports can be found on the MMRS website at www.dfa.ms.gov/mmrs/ by selecting MMRS Applications-FMVIEW-SPAHRS/MAGIC Reports.

SPAHRS Report	Description
Credit Utilization Report by Agency	Exhibits tax credits applied to travel vendor payments during the travel run.
Deductions by Vendor	Displays the total deductions for each traveler with taxable travel. The report lists the traveler's name, Social Security Number, amount for each deduction type, the employer amount, credit amount, account number, and reference number. The deductions are listed by vendor name and number.
Employee Register of All EFTs	Lists each employee's EFTs and the transaction numbers.

SPAHRS Report	Description
Employee Register of All Warrants	Lists each employee's warrant by number, Social Security Number, employee name, and amount of the warrant.
Employee Warrant/EFT Control Report	Shows the beginning and ending numbers of all transactions in the travel run.
Official Travel Voucher Summary	Prints a copy of each employee's official voucher summary that was paid in the travel run. A copy of the employee's paid summary (from this report) is submitted to DFA with a hard copy of the employee's expense report(s).
Register of All EFTs Issued	Records each employee for whom an EFT was issued by agency number and run number. The report displays listings by EFT number, Social Security number, employee name, net amount, trace number, bank name, and account number.
Report of Vendor Credits/Journal Adjustments Processed	Identifies vendor credits and/or journal adjustments processed on a travel run. The report records the control number, vendor code – name, fund, account (object code), and amount of each credit or adjustment.
Travel Advance Request	Prints a copy of each employee's travel advance/PTE request that was paid in the travel run. The employee's record of the paid travel advance/PTE request (from this report) is submitted to DFA with the employee's original (hard copy) request for the advance.
Travel Summary Checks and Balances	Shows the total payment made to each traveler and provides an agency total. The report lists the traveler's name, Social Security Number, Payroll Status for the summary record and the voucher (Approved, Paid), the warrant number and the amounts. The voucher total is shown with the deductions, and the issued amount is reflected in a separate column. If the status of the voucher is "Approved," it did not pay; the voucher must be corrected and submitted on another travel payroll run. This report does not include payments of advances/PTEs.
Vendor Register of all EFTs	Itemizes the net amount of each EFT paid to vendors for the travel run. The register is listed by EFT number, vendor number, vendor name, net amount, trace number, bank name, and account number.

SPAHRS Report	Description
Vendor Register of All Warrants Issued	Reports the total payment to each vendor and is listed by vendor name and vendor number. The report contains the warrant start and finish numbers and the net amount paid.
Vendor Warrant/EFT Control Report	Gives details of the vendor warrants numbers and EFTs numbers with a total number issued. This report itemizes data by payroll run number, agency, agency name, beginning warrant/EFT numbers, ending warrant/EFT numbers, record count, and grand total in dollar amount.