Mississippi Management and Reporting System

Department of Finance and Administration

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

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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	R (Travel) from the Main Menu	The Travel Menu will appear.
and press	ENTER.	

PHFNC10 PHIMAINU	PHVC PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYST INM Tra∨el Menu	EM	11/19/2019 12:56 PM
	Code	Description	FastPa	ith
	TA AT IS OS OC TS ST TD TB UN TU TJ	Travel Authorization Travel Advance/PTE Request In-State Travel Out-of-State Travel Out-of-Country Travel Official Travel Voucher Summary Preliminary/Final Travel Submission Travel Distribution Travel Browses Un-Freeze Travel Records Travel Upload/Download Travel Adjustments	TAUT TADV TRIS TROS TROC TRSU TRSUB TRDIST	
Code:	_	:		
	PF; p Ma	2PF3PF4PF5PF6PF7PF8PF9F in End	'F10PF1	1PF12 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	The Travel Browses Menu will appear.
Travel Menu and press ENTER.	

PHFNC10 PHIMAINU	PHVC PHIMA	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTE INM Travel Browses Menu	M 11/19/2019 12:56 PM
	Code	Description	FastPath
	TA TV TS TD TB TG	Paid Travel Advance/PTE Paid Travel Voucher Paid Travel Summary Travel Distribution Browse Approved/Un-Approved/Pending Approval Browses Travel Accounting (Gen SAAS) Browses	TRBADV TRBVO TRBSU TRBDIST TRAVEL
	TW TP TC TE GP	Travel Warrants / Eft's Browses Travel Payments by Trip / Person Reports Browse Travel Vendor Credits Travel Pay Details Browse Get PID	TRVOO TRPD GPID
Code:			
Direct Co Enter-PF1 Hel	PF	2PF3PF4PF5PF6PF7PF8PF9PF	10PF11PF12 Quit

Paid travel Advance/PTE

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

		IVC ITRAV5M	STATEW	IDE PAYROLL Paid Tr	. AND HUMAN avel Advano		CE SYST	TEM		9/2019 :57 PM
				Trip Number		Pay	Date	Rec Seq	Payroll Run#	
				*** End of	Data ***					
*Ag	ency: _	*55	N:	BFY: _	Travel	Type:	Trip	o#:		
	ct Comm r–PF1––		PF3PF	4PF5F	'F6PF7	-PF8	PF9F	PF10	-PF11PF	12
		Main			Bkwd					uit

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

Paid Travel Voucher

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

PHFNC10 PH PHTRVO5B PH				L AND HUMAN I Travel Vou		SYSTEM	11	/19/2 12:58	
Action: (D) Act Agcy	SSN	Trav Type	Trip Number	Date to Pay	Pay Date	Vouch Nbr	Travel Run#	App Req	
			*** End of	Data ***					
*Agency: _	*S;	SN:	BFY:	Trave	l Type:	Trip#:			_
Direct Comm		_DF3C	 DF/1DF5	PF6PF7	_DF8DF0	DF10	DF11_	DF12	
	Main			Bkwd		F1 10	.LI 11_	Quit	

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

Paid Travel Summary

	Your Action	System Response
1.	Choose TR (Travel) from the Main Menu	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TS (Paid Travel Summary) from the	The Paid Travel Summary screen will
	Travel Browses Menu and press ENTER.	appear.
	Selection criteria include Agency, Social	Information is displayed by: Agency, Social
	Security Number, and Date to Pay.	Security Number, Date to Pay, Pay Date,
		Payroll Run Number and Approval
		Requested.

PHFNC10 PHVC PHTRSU5B PHTRSU5M	STATE		. AND HUMAN R Travel Summa		TEM 1	1/19/2019. 12:59 PM
Action: (D) Act Agcy	SSN	Date to Pay	Pay Date	Payroll Run#	App Req	
		*** End of	 Data ***			
*Agency:	*SSN:	[late to Pay:			
Direct Command: _ Enter–PF1–––PF2––	-PF3P	F4PF5F	PF6PF7P	PF8PF9F	PF10PF11	 PF12
Help Main			Bkwd F			Quit

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

Travel Distribution Browse

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

PHFNC10 PHTRAC5B				IDE PAYROLL Travel Di	AND HUMAN RE stribution B		STEM	11/19/2019 01:00 PM
(D,M) Act Agcy				Trip Number			•	Last Posted
			,	*** End of D	 ata ***			
*Aαencu:		Fmn T	une:	PIN/WIN: _	Trave	l Tune:	(IS NS	nr)
	per: _			Start Date:				
Enter-PF1		2PF		4PF5PF	6PF7PF Bkwd Fw		-PF10PF	11PF12 Quit

Your Action	System Response
4. Choose D isplay/ M odify by the requested	The Travel Account Distribution screen
record and press ENTER.	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	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TB (Approved/Un-	The Approved/ Un-Approved/Pending
	Approved/Pending/ Approval Browses) from	Approval Browses Menu will appear.
	the Travel Browses Menu and press	
	ENTER.	

PHFNC10 PHVC	STATEWIDE PAYROLL AND HUMAN RESOU	RCE SYSTEM 11/19/2019
PHIMAINU PHIM	MAINM Approved/Un-Approved/Pending Approv	al Browses Menu 01:01 PM
Code	Description	FastPath
	,	TDODO
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 NS	Un-Approved Travel Summaries	TRSUN
	• •	
PS	Pending Approval Travel Summaries	TRSUP
Code:		
Direct Comman		
	F2PF3PF4PF5PF6PF7PF8	-PF9PF10PF11PF12
Help M	lain End	Quit

Approved Advances/PTEs

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

PHFNC10 P PHTRADAB P		STATEW	IDE PAYROLL Approv	AND HUMAN ed Advances		/STEM		/2019 01 PM
			Trip Number				Payroll Run#	App Rec
			*** End of	 Data ***				
*Agency:_	*59	SN:	BFY:	Trave	l Type:	Trip#:		
Direct Com								_
	PF2F Main E		4PF5P	F6PF7 Bkwd		PF10	PF11PF1. Qui	

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

Un-Approved Advances/PTEs

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

	IC10 PHV ADNB PHT		STATEW	IDE PAYROLL Un-Appro	AND HUMAN ved Advance		'STEM		′2019 32 PM
				Trip Number				Payroll Run#	App Req
				 *** End of	 Data ***				
*Aa	jency:	*55	N :	BFY:	Trave	ıl Tupe:	Trip#:		
Dire	ct Comma	 nd:		 4PF5P					
		Main E			Bkwd			Qui	

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

Pending Approval Advances/PTEs

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

PHENC10 PHVC PHTRADPB PHTRADPM			STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 11/19/2 Pending Approval Advances/PTEs 01:03						
					Date to Pay			Payroll Run#	App Req
				 *** End of	Data ***				
*Ag	jency: _	*5!	5N:	BFY:	Trav	el Type: _	_ Trip#:		
	ect Comm		חרס חר	4 DEE E	NEC DE7	DEO DEO		DE11 DE1	_
Ente		Main l		4PF	PF6PF7 Bkwd			PFIIPFI Qui	

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

Approved Authorizations

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

PHTRAUAB	PHTRAU		EWIDE PAYROLL Approve	AND HUMAN d Authoriz		CE SYSTE	ΞM	11/19/2019 01:04 PM
Action: (Act Agcy	Tr	Trip Number	Trip From Date	Destinat	ion	Ti	tle	App Rec
			*** End of	 Data ***				
*Agency	:	Travel	Type: Tr	ip Number:				
Direct Co Enter—PF1		 PF3	PF4PF5P	F6PF7	-PF8I	PF9PF	10PF1	1PF12
	lp Mai		111 110 1	Bkwd			10 111	Quit

	Your Action	System Response
5.	Choose D isplay/ M odify by the requested	The Travel Authorization screen will
	record and press ENTER.	appear.

Un-Approved Authorizations

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

PHFNC10 PHTRAUNB Action: (PHTRAUNI		EWIDE PAYROLL Un-Appro	_ AND HUMAN o∨ed Author		SYSTEM	11/19/2019 01:05 PM
	Tr	Trip Number	Trip From Date	Destinat	ion	Title	App Rec
			*** End of	Data ***			
*Agency:		Travel ⁻	Гуре: Tr	rip Number:			
Direct Co							
	PF2 p Main		PF4PF5[PF6PF7 Bkwd		3PF10PI	F11PF12 Quit

l	Your Action	System Response
	5. Choose D isplay/ M odify by the requested	The Travel Authorization screen will
	record and press ENTER.	appear.

Pending Approval Authorizations

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

PHFNC10 PHTRAUPB			EWIDE PAYROLI Pending App	L AND HUMAN pro∨al Auth			11/19/2019 01:06 PM
Action: (•			
Act Agcy		•	Trip From Date	Destinat	ion	Title	App Rec
			*** End of	 Data ***			
*Agency:		Travel	Гуре: Ті	rip Number:			
Direct Co	_						
			PF4PF5I			PF10F	PF11PF12
l Hel	p Main	End		Bkwd	twa		Quit

	Your Action	System Response
5.	Choose D isplay/ M odify by the requested	The Travel Authorization screen will
	record and press ENTER.	appear.

Approved Travel Vouchers

	Your Action	System Response
1.	Choose TR (Travel) from the Main Menu	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TB (Approved/Un-	The Approved/ Un-Approved/Pending
	Approved/Pending/ Approval Browses) from	Approval Browses Menu will appear.
	the Travel Browses Menu and press	
	ENTER.	
4.	Choose AV (Approved Travel Vouchers)	The Approved Travel Vouchers screen will
	from the Approved/Un-Approved/ Pending/	appear.
	Approval Browses Menu and press ENTER.	
	Selection criteria include: Agency Number, Social Security Number, Budget Fiscal Year, Travel Type, and Trip Number.	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.

		IVC ITRVOAM	STATE		L AND HUMAN ed Travel Vo		/STEM		/2019 37 PM
				Trip Number	Pay Date	Voucher to Date		Payroll Run#	App Req
				*** End of	 Data ***				
*Aa4	encu:	*S	SN:	BFY	: Trav	el Tupe:	Trio#:		
Dire	ct Comm	and:			 PF6PF7				2
		Main		, .	Bkwd		10	Qui	

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

Un-Approved Travel Vouchers

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

	C10 PH\ VONB PHI			IDE PAYROLL Un-Approv	AND HUMAN ed Travel V		'STEM		2019 18 PM
				Trip Number				Payroll Run#	App Req
				*** End of I	 Data ***				
*Ag	ency: _	*59	6N:	BFY:	Trav	el Type: _	_Trip#:		
	ct Comma		חרט חר	4 DEE D		DEO DEO	DE10	DE44 DE4	_
Ente		-PrzR Main E		4PF5P	Bkwd		KL 10	PFIIPFI Qui	

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

Pending Approval Travel Vouchers

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

PHFNC10 PHVC PHTRVOPB PHTRVOPN		IDE PAYROLL Pending App			STEM		2019 19 PM
Action: (D,M) Act Agcy SSN						Payroll Run#	App Req
		 *** End of	 Data ***				
*Agency: *	SSN:	BFY:	Trav	el Type:	Trip#:		
Direct Command: _ Enter-PF1PF2 Help Main		4PF5P	F6PF7 Bkwd		-PF10	PF11PF1 Qui	

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

Approved Travel Summaries

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

PHFNC10 PHVC PHTRSUAB PHTRSUAM		STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM Approved Travel Summaries				11/19/2019 01:10 PM	
Action: (D,M) Act Agcy		Date to Pay	Pay Date	Payroll Run#		Number of Vouchers	
		*** End of	 Data ***				
*Agency:	*SSN: _	[)ate to Pay:				
Direct Command: _	DEO DE	-4 DEE 1)E40 B	E44 DE42	
Enter-PF1PF2 Help Main		4۲۲5۱	26P67 Bkwd		'L 10P	F11PF12 Quit	

Your Action	System Response
5. Choose D isplay/ M odify by the requested	The Official Travel Voucher Summary
record and press ENTER.	screen will appear.

Un-Approved Travel Summaries

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

PHFNC10 PHVC STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 1 PHTRSUNB PHTRSUNM Un-Approved Travel Summaries					11/19/2019 01:11 PM	
Action: (D,M) Act Agcy	SSN	Date to Pay	Pay Date	Payroll Run#	App Req	
		*** End of	 Data ***			
*Agency:	*SSN:		Date to Pay:			
 Direct Command: Enter–PF1–––PF2––	-PF3P		PF6PF7P	F8PF9P	PF10PF	11PF12
Help Main		· · · · · · · · · · · · · · · · · · ·	Bkwd F			Quit

	Your Action	System Response
5	Choose Display/Modify by the requested	The Official Travel Voucher Summary
	record and press ENTER.	screen will appear.

Pending Approval Travel Summaries

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

PHFNC10 P PHTRSUPB P	'HVC 'HTRSUPM			L AND HUMAN roval Trave			11/19/2019 01:12 PM
Action: Act A		SSN	Date to Pay	Pay Date			Number of Vouchers
			*** End of	Data ***			
*Agenc	:y:	*SSN:		Date to Pay	:	_	
Direct Com	_	_DF3D	F/DF5	PF6PF7	_DFQDFQ_	DF10D	F11DF12
	Main		1 1	Bkwd		LI 10F	Quit

	Your Action	System Response
5.	Choose D isplay/ M odify by the requested	The Official Travel Voucher Summary
	record and press ENTER.	screen will appear.

Travel Accounting (GEN SAAS) Browses

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

PHFNC10	PHVC	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	1 11,	/19/2019
PHIMAINU	PHIMA:	INM Travel Accounting (Gen SAAS) Browses Menu	17	2:45 PM
	Code	Description	FastPath	
	JE EE BD RD SB BP BR	Browse Journal Entry/Encumbrance Browse Journal Entry/Encumbrance Errors Browse SPAHRS Documents REJECTED SPAHRS Documents by MAGIC MAGIC On-Line Batch Status Employee Position Account Distribution Employee Position Acct Dist By Run Number	TRBJE TRBJEE TRBDOC TRBDOCR TRBSTAT TEPAD TEPADR	
Code				
Direct Co			DE4:	
		2PF3PF4PF5PF6PF7PF8PF9PF1	LUPF11-	
He	lp Ma:	in End		Quit

Browse Journal Entry/Encumbrance

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

2 mo Action: (D) Error Act SSN Trip Number PP End Date Run# Ind	/2019 3 PM
Trip Namber 11 End bate Name Ind	-e >
*Payroll Run Number: Agency: 0002 SAAS Agency: *SSN: Direct Command:	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF Help Main End Bkwd Fwd Left Right Qu	

	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.					

PHF	VC10	PHV	C		STA	LEMII	DE PA'	YROLL	. AND	HUMF	an ri	SOURCE	SYSTEM		11/1	9/2019
PHTF	RJV7E	3 PHT	ΉJV	/7M		Br	owse	Jour	nal	Entrį	J∕End	cumbran	ce		01:	14 PM
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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.					

				PAYROLL AN wse Journal				'STEM		/19/2019 1:15 PM
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		er: _		_ Agency: _	SAA	S Agei	ոշց։	_ *SSN	l:	
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	Main				rr/ Bkwd		ri j - -		Right	

Browse Journal Entry/Encumbrance Errors

	Your Action	System Response
1.	Choose TR (Travel) from the Main Menu	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TG (Travel Accounting (Gen SAAS)	The Travel Accounting (Gen SAAS)
	Browses) from the Travel Browses Menu	Browses Menu will appear.
	and press ENTER.	
4.	Choose EE (Browse Journal	The Browse Journal Entry/Encumbrance
	Entry/Encumbrance Errors) from the Travel	Errors screen will appear.
	Accounting (Gen SAAS) Browses Menu and	
	press ENTER.	Panel 1 Information is displayed by: Social
		Security Number, Trip Number, Pay Period
	This is a two-panel screen. Selection	End Date, and Errors
	criteria include Payroll Run Number, Agency	
	Number, and SAAS Agency Number.	

	rv3B PH					irnal En [.]			0	/19/2019 1:18 PM more >		
	on: (D) SSN 		ip Nu	mber	PP E	End Date			Err	ors 		
*Payr	oll Ru	n Numb	oer: _			Agency:	0002	SAAS	Agency:			
	t Comm	_										
Enter				PF4	PF	5PF6						
	Help	Main	End				Bkw	d Fwo	1	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		ST	ATEWII	DE PA'	YROLL	AND	HUMF	N RE	SOURCE	SYSTEM	1:	1/19/2019
PHTRJV3E		JV3M		Brows	e Joui	rnal B	Entr	y/End	cumbr	ance E	rrors	(01:19 PM
K 1 more Action: Act Pgm	(D)					_				Agcy-1	Agcy-2	Agcy-3	Obj Code
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*Payroll	l Run	Numbe	er: _		1	Agencį	<u>.</u> : _		SAAS	3 Agenc	y:		
Direct (_											
Enter-PF	-1P	F2	-PF3-	PF4	PF!	5PF	-6	-PF7-	PF	8PF	9PF1	0PF11-	PF12
He	elp M	ain	End					Bkwa	d Fu	ηd	Lef	t Right	t Quit

Browse SPAHRS Documents

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

PHFNC10 PHTRAE1B	PHVF PHTRAE1M	STATE	WIDE	PAYROLL AN Browse SPA		RESOURCE S ments	YSTEM	02/03/202 09:45 AN
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Reject		Budgt		PO/JV	Line	Post	_	_
MAGIC	SSN	Υr	J۷	Number	Num	Date	End Dat	e Freq
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Document					g		.33	
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L Hel	<u>p Main</u>	<u>End</u>			Bkwd F	-wd	Left Ri	ght 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) HUMA	IN RE	.SOURCE	SYSTE	.M	11/	/19/2019
PHTRAE1B	PHTRAE1M		Browse SPA	HRS Do	cume	ents			01	L:26 PM
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Object		Amount	Paid		F				Sub	Reptg
Code	Amount	Type	Date	Pgm	S	Fund	Actv	Org	Org	Cat
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*Payroll Documen∵			SPAHRS Age	ency _		SHHS	Hgend	:y		
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		F3PF4	-PF5PF6	PF7-	PF	8PF	9PF	10P	F11	 -PF12
		nd		Bkwd						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,
L		Vendor Code, and Contract Type.

PHFNC10	PHVC		STATI	EWIDE 1	PAYROLL 1	AND HUMAN	I RESI	JURCE SY	STEM	11/19/2019
PHTRAE1B	PHTR	AE1M		į.	Browse SI	PAHRS Doc	umen [.]	ts		01:26 PM
k 2 more										1 more >
Project		Sub				Contract	١ '	/endor	Contract	-
Number	Loc	Obj	Agcy-1	Agcy-	2 Agcy-3	Number		Code	Type	
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	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 A	ND HUMAN	RESU	JRCE SY	STEM	11.	71972019
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	Last Updat	ie	Last U	pdate					
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*Pauroll	Run Number	•	SPAHRS A	dencu	!	SAAS Ac	iencu		
Document			G	3003 <u> </u>	<u> </u>	J9		_	
Direct Co									
Enter-PF:	1PF2- <u></u> -F	PF3PF4	-PF5PF6	PF7	PF8-	 PF9	-PF10-	-PF11-	 -PF12
He	lp Main E	Ind		Bkwd	Fwd		Left	Right	Quit

Rejected SPAHRS Documents by MAGIC

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

PHFNC10	PHVF	· · · · · · · · · · · · · · · · · · ·		PAYROLL (RESOURCE S		02/03/2020
PH1KHF5R	PHTRAE2M	ŀ	KEJEĽ	IED SPHHI	R5 Docume	ents by MAG]	. U	09:47 AM
Reject MAGIC	SSN	Budgt Yr		PO∖JV Number				_
			***	End of Da	 ata ***			
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Direct C		SHHS	Hgen	cy '	*Payroll	Run Number		
		PF3PF	-4	PF5PF6	6PF7	PF8PF9-	PF10PF1	1PF12
		End				Fwd	Left Rig	

	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	STATEW	IDE PAY	ROLL AN	D HUMA	N RES	SOURCE	SYSTE	M	11/	19/2019
PHTRAE2B	PHTRAE2M	R	EJECTED	SPAHRS	Docum	ents	by MA(GIC		01	:36 PM
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Object		Amo	unt f	Paid		F				Sub	Reptg
Code	Amount	Ty	pe [Date	Pgm	S	Fund	Actv	Org	Org	Cat
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	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.				

										11/19/2019
PHTRAE2		RAE2M		REJECTE	ED SPAH	RS Docume	ents	by MAG	[C	01:36 PM
K 2 mor							_			1 more >
Project		Sub							Contrac [.]	t
Number	Loc	Ubj	Agcy-1	Agcy-2	Agcy-3	Number		Code	Type	
				*** Er	nd of Da	 ata ***				_
SPAHRS I	Agenc	y 000	2 SAAS	3 Agencį	J ;	*Payroll	Run	Number		
Direct		_								
Enter-Pl	F1	PF2	-PF3I	PF4PF	5PF	5PF7	PF8	3PF9-	PF10PF	11PF12
H-	elp	Main	End			Bkwd	Fwc	ł	Left Rig	ght 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	STATEWI	DE PAYRO	ILL AN	<u>1D HUMAN</u>	N RESOURC	E SYSTEM	11/1	9/2019
PHTRAE2B	PHTRAE2M	RE	JECTED S	3PAHRS	3 Docume	ents by M	AGIC	01:	37 PM
k 3 more									
	Last Updat	е	La	ast Up	odate				
	Userid			Time	9				
		- *	 *** End c	of Da	 ta ***				
SPAHRS A	gency 0002	SAAS A	lgency	*	oayroll	Run Numb	er		
Direct Co	ommand:								
Enter-PF:	1PF2P	F3PF4	PF5	PF6-	PF7	PF8P	F9PF10-	-PF11PI	F12
l He	lp Main E	nd			Bkwd	Fwd	Left	Right Q	uit

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 A	ND HUMAN RESOURCE SYSTEM	11/19/2019
PHTRAI1D PHTRAI1M MAGIC On-L	ine Batch Status	01:38 PM
Action: _ (D,N) Payroll Certifi	ed By:	
*Payroll Run Number: SPAHRS		
Pay Freq:	Entries in er	ror:
JV Sent:	JV Posted:	
General Fund		
Fund PIN Amount WIN Amount	Fund PIN Amount WIN	Amount
Totals:		
Direct Command:	DE7 DE0 DE0 DE10 DE	
Enter-PF1PF2PF3PF4PF5PF6		
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	The Travel Menu will appear.
	press ENTER.	
2.	Choose TB (Travel Browses) from the Travel	The Travel Browses Menu will appear.
	Menu and press ENTER.	
3.	Choose TG (Travel Accounting (Gen SAAS)	The Travel Accounting (Gen SAAS)
	Browses) from the Travel Browses and press	Browses Menu will appear.
	ENTER	

Your Action	System Response
4. Choose BP (Employee Position Account	The Employee Position Account
Distribution) from the Travel Accounting (Gen	Distribution screen will appear.
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.	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 F PHTREP2B F		STATEWIDE Employe					/STEM Lon		19/2019 1:41 PM
		PP Accnted In Date	PP End Date	Object Code	Amt	DedTax	Amount	1 P	
*Agency: _ *PP Accour Direct Cor	nted In:	1: (MN	Employee T MDDYYYY) PF	ype: _ F End Dat	PIN/W te:_	NIN:	(MMDDYYYY)	
Enter-PF1		-PF3PF4 End	-PF5PF6-			PF9			——— PF12 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.

PHFN	C10 F	HVC	Ç	TATE	WIDE	PAYRO	ILL AND	HUMAN	RESOL	JRCE SY:	STEM	11/1	9/2019
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	F				Sb	Rptg	Proj		Sb				Object
	Pgm S	Fund	Actv	Org	Org	Cat	Number	Loc	ОЬј	Agcy-1	Agcy-2	Agcy-3	Code
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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.	The Employee Position Account Distribution by Run Number screen will appear.
	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	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.

LHF V	VC10	PHVC	STATEWIDE	PAYROLL AN	D HUMAN	RES	OURCE S'	YSTEM	11/1	.9/2019
PHTF	REP3B	PHTREP3B	Employee	Position A	cct Dis [.]	t By	Run Nur	mber	01	:44 PM
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			PP Accnted	PP End	Object	Amt	DedTax	Amount	Р	PIN
Act	Agcy	SSN	In Date	Date	Code	Ty	Code	Distribu	ted F	WIN
(D)										
			er:					Emp Ty	pe: _	
PP	Accou	unted In:	(M	MDDYYYY) PP	End Da	te:		(MMDDYY	YY)	
Dire	ect Co	ommand: _								
Ente	er–PF1	LPF2	-PF3PF4	-PF5PF6-	PF7	-PF8	PF9	PF10P	F11P	F12
	Hel	lp Main	End		Bkwd	Fwd		Left R	ight Q	luit

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.

PHF	NC10	PF	HVC		STATE	WIDE	PAYRO	OLL AND	HUMF	AN RE	:SOl	JRCE SYS	STEM	11/1	.9/2019
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Travel Warrants/EFT's Browses

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

PHFNC10 PHIMAINU		STATEWIDE PAYROLL AND HUMAN RESOURCE SY AINM Travel Warrants / Eft's Browses Mer		11/19/2019 01:49 PM
	Code	Description	FastP	ath
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	— ommand 1PF	d: 	PF10PF	11PF12 Quit
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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.	The Browse Employee Travel Warrants screen will appear.
	Selection criteria include Agency and Warrant Number.	Information is displayed by Warrant Number, Pay Period End Date, Pay Frequency, SSN/Tax ID, Issue Date and Amount.

·	•	loyee Trave 6SN/Tax Id	l Warrants Issue	11/19/2019 01:50 PM
	Warrant Number:			
	-PF3PF4PF5			
main	End Note	BKWa	rwa Prnt	Quit

	Your Action	System Response
Ī	5. Choose D isplay beside the selected record	The Maintain Travel Warrants for Workers
	and press ENTER.	screen will appear.

Browse Employee Travel EFTs

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

	10 PHVC E1B PHTRBE1M			OLL AND HUMAN Employee Tra		SYSTEM .	11/19/2019 01:51 PM
(D) *Act		Pay Period End Date		SSN/Ta× Id	Issue Date	Amount	ACE Stub
		***	End	of Data ***			
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	Command: _	DES DEA	DEE	DEC DE7	DEO DEO		1 DE12
		-Pr 3Pr 4 End			Fwd Prr		Quit

	Your Action	System Response
5	. Choose D isplay beside the selected record	The Maintain Travel EFTs for Workers
	and press ENTER.	screen will appear.

Browse Specific Employee Travel EFT/Warrant

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

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*Agen	cy:	. *55	N:]	[ssue D	ate: _		(MMDDYYY	Υ)	
	Command		F3PF4-	DF5-	DF6_	DF7	DF8	_DFQ_	DF10_	_DF11_	
			nd				Fwd			1111_	Quit

	Your Action	System Response
,	5. Choose D isplay beside the selected record	The Maintain Travel EFTs for Workers or
	and press ENTER.	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	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TP (Travel Payments by Trip /	The Travel Payments by Trip / Person
	Person Reports) from the Travel Browses	Reports screen will appear.
	Menu and press ENTER.	•

PHFNC10	PHVC	STATEWIDE	PAYROLL	AND HUMAN	RESOUF	RCE SYSTE	M	11/19/2019
PHTRVOOD	PHTRVOOM	Travel	Payments	by Trip /	Persor	n Reports	6	01:53 PM
_ 0001 _ 0002 _ 0003 _ 0004 _ 0005 _ 0021 _ 0022 _ 0025 _ 0051 _ 0054 _ 0055 _ 0071 _ 0083 _ 0091	SC-SUPREME SC-ADMINIS SC-COURT (ATTORNEY (OPTOMETRY	ISLATIVE (REPRESENTA MEMBERSH) ITTEE ISLATIVE A VE BUDGET E COURT STRATIVE (DF APPEALS BENERAL BOARD	OPERATIONS ATIVES IP REAPPORTIO OFFICE OFF OF COU	MEMBERS DNMENT JRTS				
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He	lp Main Er	nd	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	The Travel Menu will appear.
	and press ENTER.	
2.	Choose TB (Travel Browses) from the	The Travel Browses Menu will appear.
	Travel Menu and press ENTER.	
3.	Choose TC (Browse Travel Vendor Credits)	The Browse Travel Vendor Credits screen
	from the Travel Browses Menu and press	will appear.
	ENTER.	
		Information is displayed by: Vendor
,	Selection criteria include Agency Number,	Number, Vendor Name, Tran, and Credit
	Vendor Number, and Transaction Code.	Amount.

		STATE M			ND HUMAN el Vendo		RCE SYSTEM .ts		/19/2019 1:54 PM
Act Ver	ndor 		Vendor	Name		Tran	Credit	Amount	
Direct (Command:	endor: _			ansactio		<u></u>		
	-1PF2- elp Main		PF4PF				-PF9PF10 Prnt		-PF12 Quit

	Your Action	System Response
4.	Choose D isplay beside the selected record	The Detail Credit Listing By Employee
	and press ENTER.	screen will appear.

Travel Pay Details Browse

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

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(D) Act Ager	ncy SSN	F/P Payrol I Ind Run Numb		Supplement Suppl Run Number Run	
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	o Main En		Bkwd Fwd	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Quit

Your Action	System Response
4. Choose D isplay beside the selected record	The Pay Details Earnings/Deductions/Tax
and press ENTER.	Summary screen will appear.

Get PID

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

PHFNC10 PHVC	STATEWIDE	PAYROLL	AND HUMAN	RESOURCE	SYSTEM	11/19/2019
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Enter SSN:						
PID:						
Name:						
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Enter-PF1PF2F Help Main E		- 47 6 14	0	-	1RF10RF1	Quit
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	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
Desister of All EETs leaved	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	Identifies vendor credits and/or journal
Adjustments Processed	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
Traver Guilliary Officers and Balances	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
Vandar Pagistar of all EETs	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.
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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.