Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6333	SPAHRS Travel Account Distribution	Revision Date: 6/16/2016
		Version: 8

Table of Contents

Objective

Enter or maintain a travel account distribution.

Outcome

Travel account distribution is established.

Overview

The account distribution directs the system to charge travel costs to one or more funding sources. Should the expenses need to be charged to the same account distribution as the Position Identification Number (PIN) or Worker Identification Number (WIN) Default Account Distribution, there will be no need to establish a Travel Account Distribution.

If, however, the agency decides to use a distribution *other than* the PIN or WIN Default Account Distribution for a travel advance or a travel voucher, then a travel account distribution must be established and approved for the PIN or WIN and the trip number. In order for the travel account distribution to be created, a default account distribution must have previously been established for the PIN (**PA GS MD PD)** or WIN (**MC CW CD** or **PA GS MD CD**).

Among the other fields, the account distribution contains the entire MAGIC coding block, *i.e.*, fund, activity, organization, sub-organization, reporting category, project number, location, and sub-object. The SPAHRS program number and the funding source fields are required; the remaining three fields are optional agency fields defined by the agency for its specific use. An employee or worker may have multiple accounting lines in the account distribution; however, the total percentage must equal to 100%. Each percentage distribution may have up to two decimal places (*e.g.*, 50.25%).

MAGIC online agencies are required to use the same data in the account distribution required by MAGIC for other transactions. Agencies may, however, use the three optional agency fields to capture additional accounting data. All agencies will use the MAGIC Fund, Program Number, and Funding Sources fields. MAGIC offline agencies are allowed to use any field in the travel account distribution *except* for the Organization and Reporting Category fields, unless they currently use one or both of these fields in MAGIC. The Fund, Organization and Reporting Category fields will be validated against the SPAHRS SAAS Tables 1 & 2 and MAGIC. Travel transactions will be rejected if SPAHRS/MAGIC is unable to validate any field.

A maximum of thirty-five accounting lines can be entered on a default account distribution. The account distributions are set up by budget fiscal year so that the proper accounting is recorded on the correct budget year even if the funding sources change from one year to the next.

All account distributions include an end date. The only advantage to having the travel account distribution date extend beyond the budget year is to cover the lapse period, which extends two months into the new fiscal year, although it is unnecessary to do so. During the lapse period, SPAHRS travel module recognizes the fiscal year of the travel end date and processes according to the appropriate budget year.

If a travel account distribution is needed, it must be entered and approved; additionally, it must be specific to that specific employee's/worker's PIN/WIN **and** to the specific trip number he or she will use for traveling. The system confirms that the employee/worker was employed in the PIN/WIN within the dates of travel. When multiple travel account distributions have been established for a particular employee's or worker's trip, SPAHRS will use the most current approved travel account distribution that is applicable to the trip number for the established period.

System Edits and Validations

Numerous edits and validations exist in the SPAHRS system. There are SPAHRS tables, which the system uses to validate travel information, as well as MAGIC edits and other system edits. For example, if a G (general) is entered in the Funding Sources field, then the system will only allow a 2000 fund to be entered in the Fund field. Any agency code entered on the default account distribution will be validated against the SPAHRS SAAS Tables 1 & 2. Generate SAAS (Gen SAAS) also verifies the start and end dates of the account distribution to ensure they correspond to those existing in the SPAHRS SAAS Tables 1 & 2.   All values entered in the optional agency fields and other allowed fields will be validated against the SPAHRS Validation Table.

Travel Distribution Browse

The travel account distributions that are created can be viewed from a travel browse menu screen (**TR TB TD**). SPAHRS travel browses (#6331 – SPAHRS Travel Browses and Reports), can be found on the MMRS website at: www.dfa.ms.gov/mmrs/ under MMRS Training-Legacy Training Materials-Travel.

Travel Account Distribution

When the Travel Account Distribution screen is displayed for the first time, the PIN or WIN default account distribution will be populated. The displayed distribution can be accepted as it is, or it can be modified.

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

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/28/2015
PHIMAINU PHIMAINM                  Travel Menu                       09:55 AM

           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
           ST    Preliminary/Final Travel Submission
           TD    Travel Distribution
           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
```

Your Action ...	System Response ...
2. Choose **TD** (Travel Distribution) from the Travel Menu and press ENTER.	The Travel Account Distribution screen will appear.

```
PHFNC10  PHV2       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/28/2015
PHTRAC1D PHTRAC1M           Travel Account Distribution             09:55 AM
      *Action: _   (A,D,M,N,P)
      *Agency: ____               Budget Fiscal Year: ____
      PIN/WIN: _____  Type: _    Last Distributed:
      Start Date: __ __ ____      End Date:  __ __ ____    Note : N
                                  *Trip Number:    999999
1_ of
     *F                 *Sb*Rptg*Project                            Percent
Ln Pgm S*Fund*Actv*Org  Org Cat  Number  *Loc  *Agcy-1*Agcy-2*Agcy-3 Dist
1    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
2    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
3    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
4    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
5    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
6    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
7    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
8    __ _ ____ ____ ____ ___ ___ _____ ____   _____ _____ _____ _____
      Save With Errors (Y/N): _              Total Percent:
LastUpd:                                     Approval: N
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd  Back              Quit
```

Your Action ...	System Response ...

3. Choose **A**dd and enter the following information:
 	
  *Agency: Enter the agency code - XXXX.
  Budget Fiscal Year: Enter the budget fiscal year in which the trip begins YYYY.
  PIN/WIN: Enter the PIN/WIN number of the person traveling.
  Type: Enter **P**IN or **W**IN.
  Last Distributed: Once the travel distribution is used, the system defaults the date of the last travel payment on it for the individual employee or worker for the particular trip listed.
  Start Date: Enter the start date of this travel distribution in MM DD YYYY format.
  *Trip Number: Enter the authorized trip number.	

4. Press ENTER.	The system will display the Travel Account Distribution from the PIN or WIN distribution record.

5. Enter the following information or press ENTER to accept the PIN/WIN defaults:
 	
  End Date: Enter the end date for this travel distribution in MM DD YYYY format.
  NOTE: If the distribution is related to a grant, project or contract, the end date should be equal to the grant, project or contract expiration date, or the last day payment or accounting adjustments can be made to the grant project or contract.
  Note: **Y**es indicates that notes have been attached to this record; to view, press F5.
  Pgm: Enter the two-digit SPB program number.
  *FS: Enter **F**ederal, **G**eneral or **O**ther to indicate the funding source.
  *Fund: Enter the four-digit fund code.
  *Actv: Enter the four-digit activity code, if applicable.
  *Org: Enter the four-digit organization code, if applicable.
  *Sb Org: Enter the two-digit sub-organization code, if applicable.
  *Rptg Cat: Enter the four-digit reporting category code, if applicable.
  *Project Number: Enter the eight-digit project number, if applicable.	

Your Action ...	System Response ...
Continue entering the following information: *Loc: Enter the location code, if applicable. Sb Obj: Enter the two digit sub-object code, if applicable. *Agcy -1, Agcy -2, Agcy -3: Enter an agency-defined code in any or all fields, if desired. **Percent Dist:** Enter the percentage of the cost to be distributed based on the codes defined on this line. Save With Errors: The system defaults to **N**o. Enter **Y**es to save the record with errors. Total Percent: The system sums this column. **Note:** The total must equal 100%. **Approval:** Enter a **Y**es to submit for approval.	
6. Press ENTER.	The following message is displayed: Travel Distribution 0aaa-X-#### - added successfully.