
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6336	SPAHRs Travel Voucher Summary	Revision Date: 01/05/2015
		Version: 6

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Objective

Develop an understanding of the Travel Summary process.

Outcome

An understanding of the process is achieved.

Overview

The travel summary combines all open approved vouchers (with dates prior to and including the summary Date to Pay) for each employee and holds them for processing until the travel payroll is paid. The summary record must be created for each traveler in order for the travel vouchers to process for payment. Travel advances do not require summary records.

The summary screen will combine all open, approved vouchers (with dates to pay prior to and including the summary date-to-pay) for a traveler and send one request to MAGIC for payment. This ensures only one warrant is generated per traveler regardless of the type of travel or the trip number associated with the travel. There can be only one summary record for each traveler for each summary date to pay. Separate summaries can exist if the pay dates differ; one warrant will be issued for one traveler for all of his summary records included in the final travel run.

To view the summary record prior to approval will require the user to execute the summary in two steps. First the record should be added to the system. The system will display the summary record when the ENTER key is pressed two times without having the approval changed to Yes. Once the data has been viewed, it should then be approved and submitted. If the approval/certification step is combined with the data entry, the system will not display the summary data on the screen until the certification is made and the record approved. This premature approval may result in having a record that may contain errors.

Official Travel Voucher Processing

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

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/16/2014
PHIMAINU PHIMAINM Travel Menu 11:15 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 TRSU
ST Preliminary/Final Travel Submission TRSUB
TD Travel Distribution TRDIST
TB Travel Browsers
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 TS (Official Travel Voucher Summary) from the Travel Menu and press ENTER.	The Official Travel Voucher Summary screen will appear.

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FMSAS23 PHV2 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 12/16/2014
PHTRSU1D PHTRSU1M official Travel Voucher Summary 11:19 AM

*Action: = (A,B,C,D,M,P)
*Agency: _____ *SSN: _____ Date to Pay: __ __ __ Pay Freq: T
Pay Date: _____ Empl Type: _ PIN/WIN: _____ Run#:

Transactions In State out of State out of country Totals
-----
Expenses.....: _____
Advance Issued: _____
Advance Repaid: _____
PTE Issued.....: _____
PTE Repaid.....: _____
Sub Total.....: _____
Deductions.....: _____
Net.....: _____

Date Approved: _____ Certified By: _____ Approval: N
LastUpdtTm: _____ LastUpdtUser/Pgm: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Quit
    
```

Your Action ...	System Response ...
<p>3. Choose Add and enter the following information:</p> <p>*Agency: Enter the SPAHRS agency code XXXX.</p> <p>*SSN: Enter the Social Security Number of the employee/worker.</p> <p>Date to Pay: Enter the date the warrant is to be issued (MM DD YYYY). If no date is entered, the system defaults to the current date.</p> <p>Pay Freq: The system populates this field with T (Travel).</p> <p>Pay Date: The system populates this field after the summary voucher transaction is paid.</p> <p>Empl Type: Enter PIN or WIN.</p> <p>PIN/WIN: Enter the PIN/WIN number of the person traveling. NOTE: Although there is not active help, when F1 is pressed, the system will display information on the traveler based on the Social Security Number entered.</p> <p>Run #: The system populates this field with the travel payroll run number after the travel voucher is paid.</p>	
<p>4. Approval: Enter Yes to approve the record. The system defaults to No.</p>	<p>The system will denote that the approval flag can be changed.</p> <p>NOTE: If the system default of No is changed to Yes at this point, the summary record will be approved without having it displayed for verification, and the confirm certification window will appear.</p>
<p>5. Press ENTER.</p>	

<p>+----- Confirm Certification -----+</p> <p> </p> <p> By approving this transaction, you are certifying</p> <p> that you are the agency head or his designee and</p> <p> that the services specified herein, and the</p> <p> related expenditures, are necessary, legal and</p> <p> correct, have met all statutory or other</p> <p> requirements, and have not been previously paid.</p> <p> Press 'Enter' if you are so certifying;</p> <p> press 'PF3' if you are not.</p> <p> </p> <p>+-----+</p>

Your Action ...	System Response ...
6. Press ENTER.	The system will display the following message: Travel Summary aaaa-xxxxxxxxxxxx added/modified successfully.
7. The system populates the following fields: Expenses: In State, Out of State or Out of Country and Totals. Advance Issued: In State, Out of State or Out of Country and Totals. Advance Repaid: In State, Out of State or Out of Country and Totals. PTE Issued: In State, Out of State or Out of Country and Totals. PTE Repaid: In State, Out of State or Out of Country and Totals. Sub Total: In State, Out of State or Out of Country and Totals. Deductions: In State, Out of State or Out of Country and Totals. Net: In State, Out of State or Out of Country and Totals. Date Approved: The system populates the date the travel voucher was approved. Certified by: The system populates Userid of certifier. LastUpdtTm: The system populates the time of day the record was updated. LastUpdtUser/Pgm: The system populates the Userid or program updating the record.	

The approved or paid Official Travel Voucher Summary has a browse feature that displays a list of all vouchers that it is holding or has held for payment.

Your Action ...	System Response ...
8. In the Action field choose D isplay and press ENTER.	The system will display a list of vouchers held by the approved/paid summary: Travel Summary aaaa-##### displayed successfully.
9. In the Action field choose B rowse and press ENTER.	The system will display the Voucher Records for the approved/paid summary.

Travel Type	Trip Number	Rec Seq	Total Expenses	Advance Repaid	Advance Amount	Document Number
IS	030112000022	12	122.10			
*** End of Data ***						

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