Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6337 SPAHRS Travel Payroll Processing	Revision Date: 11/26/2019
	Version: 7

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Objective

Develop an understanding of processing payroll for travel.

Outcome

Travel payroll processed successfully.

Overview

Several steps must be taken in order for travel to be paid in SPAHRS. First, payroll deductions (Federal Tax and State Tax records) must be established at the time of hire. These records are created one time unless the employee or worker requests changes. Second, all travel records must be entered into the system, including authorizations, advances/PTEs (if any), vouchers and summaries. Finally, the travel payroll processing can occur. Payroll processing includes both a preliminary and a final process.

Payroll Withholdings

Taxes and other withholdings are deducted from the employee's or worker's gross taxable travel pay. The tax records are entered into SPAHRS from the Employment/Maintain Payroll menu. A tax record is required for all travelers, including board members. The State of Mississippi incurs a liability for all taxable benefits. These taxes are reported and remitted for all agencies using the single tax identification number. If the tax records are not created for each traveler, the liability will be reported with no taxes being withheld. The federal tax record is entered on the Maintain Federal Taxes screen (**EM MP FT**) and the state tax record is entered on the Maintain State Taxes screen (**EM MP MS**). It should be noted that no matter what amount of exemptions, etc., are recorded on these screens for board members, SPAHRS will withhold a pre-established percentage amount for taxes.

Travel payments will be made in the same manner as salary payments. If the employee's or worker's wages are direct deposited, the travel payments will also be direct deposited. The traveler can expect the deposit to be in his or her account within one to three days of the date of payment. Direct deposits are created in SPAHRS through the Direct Deposit menu option (**EM MP DD**).

All deductions and deposit allowances must be entered prior to processing the travel payroll. Additional information on deductions and data entry instructions are provided in the SPAHRS Employee Payroll Information workbooks.

Time Reporting

Generally, travel payments are not made through the time reporting process; however, some payments may be made from earnings codes entered on the timesheet. This procedure is currently used for paying legislative per diem and legislative travel related costs. Legislative out-of-session committee meeting expenses are treated as regular travel payments and not as salary payments through the time reporting process. The legislative payment process is detailed within the SPAHRS Report Time workbooks.

Payroll Processing

Once advances/PTEs and/or travel vouchers and summary records have been created and approved for each employee/worker, a preliminary payroll can be processed. The SPAHRS preliminary and final travel processes will pick up and process only those approved and certified travel advances/PTEs, vouchers, and summaries, and only if they are set to run on or before the travel date-to-pay. Pending (awaiting approval) or unapproved travel advances and summaries will not be picked up in any travel run.

The preliminary payroll should be reviewed for errors, omissions, and corrections. A preliminary payroll can be processed as many times as needed until the payroll is correct. Subsequently, a final payroll can be processed.

The final payroll must be submitted in accordance with the pre-established travel pay dates. Travel payrolls are processed on specific days established by the Department of Finance and Administration. The travel must be finalized and submitted at least two working days before the established pay date. There can only be one final travel payroll for each travel pay date. The payroll dates can be obtained from the MMRS website, www.dfa.ms.gov/mmrs/, via MMRS Applications>SPAHRS-Legacy> Payroll Due Dates or from the SPAHRS Pay Date Table (**PA OT BP**).

The travel payments will be charged to travel object of expenditure codes. The actual object code utilized is determined by the travel type indicated on the advance/PTE or voucher. The following object codes are valid codes for payments made through the SPAHRS travel process:

Object Code	Travel Type Indicated on the Advance or Voucher
60305	In-State Travel
60391	In-State Travel Advance/PTE
60395	In-State Travel Advance/PTE Repayment
60405	Out-of-State Travel
60490	Out-of-State Travel Advance/PTE
60495	Out-of-State Travel Advance/PTE Repayment
60505	Out-of-Country Travel
60590	Out-of-Country Travel Advance/PTE
60595	Out-of-Country Travel Advance/PTE Repayment
61020	Employee Tuition (Registration)

If per diem is paid on a travel voucher, the system will use the object code associated with the specific earnings code used and not necessarily one of the above object codes.

The payroll processing for both preliminary and final payroll is performed from the Travel portion of SPAHRS for the pay frequency of **T**. Payroll processing for pay frequencies other than for the **T** frequency is to be performed from the payroll menu.

Numerous edits occur during the travel payroll process. These edits include both SPAHRS and MAGIC validations for budget authority and cash. The budget authority and the cash must be available in MAGIC prior to processing the final payroll. If the payroll does not process, the Browse Journal Entry/Encumbrance Errors screen should be reviewed (TR TB TG EE). Journal entries sent to MAGIC can also be viewed from TR TB TG JE. In addition, all travel reports for preliminary, final, remit, and distribute may be accessed from FMVIEW. The list of SPAHRS reports can be found on the MMRS website at www.dfa.ms.gov/mmrs/ via MMRS Applications>FMVIEW > SPAHRS/MAGIC Reports.

Payroll Processing Instructions

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                       01:28 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
          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 **ST** (Preliminary/Final Travel Submission) from the Travel Menu and press ENTER.	The Preliminary/Final Travel Submission screen will appear. If the travel payroll is ready for processing, the screen will contain the agency number(s) and name(s).

```
PHFNC10   PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/28/2015
PHTRSP2D PHTRSP2M        Preliminary/Final Travel Submission           01:29 PM

 _   0054   SC-ADMINISTRATIVE OFF OF COURTS
 _   0139   DRS-SPECIAL DISABILITY PROGRAM
 _   0245   LIBRARY COMMISSION
 _   0301   HEALTH BOARD
 _   0331   DRS-OFFICE OF VOC REHABILITATION
 _   0333   DRS-OFFICE OF DISABILITY DET SVCS
 _   0371   MH-CENTRAL OFFICE
 _   0392   MH-MS ADOLESCENT CENTER
 _   0411   MDA-MISSISSIPPI DEVELOPMENT AUTHORI
 _   0460   DWFP-WILDLIFE AND FISHERIES
 _   0470   DWFP-PARKS AND RECREATION
 _   0471   ENVIRONMENTAL QUALITY
 _   0530   PUBLIC EMPLOYEES RETIREMENT SYSTEM
 _   0662   DHS-FAMILY & CHILDREN'S SERVICES

Date to Pay: __ __ ____   (MMDDYYYY)  Pay Freq: T Prelim/Final (P/F): P
 Submit (Y/N): Y  Print Pay Details: N Wage Base Adjustments: N
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 ...
3. Enter the following information: **Agency**: Enter an **X** in the space before agency number and name. **Date to Pay:** Enter the date the warrant/EFT is to be issued (MM DD YYYY). This date must be valid on the Pay Date Table. Pay Freq: The system defaults to **T**ravel. **Prelim/Final (P/F):** The system defaults to **P**reliminary; change to **F**inal to submit the final payroll. Submit (Y/N): The system defaults to **Y**es to submit job. **Print Pay Details:** The system defaults to **N**o; change to **Y**es to see each traveler's payroll details. Wage Base Adjustments: The system defaults to **N**o; change to Yes *only at the request of DFA/OFR* to make wage base adjustments.	
4. Press ENTER.	The Batch Job Submission screen will appear. Access travel reports via FMVIEW.
5. Press ENTER.	The travel payroll has been submitted and the following message is displayed: Job Has Been Submitted Successful.

Un-freeze Travel Records (MMRS USE ONLY)

During the final travel payroll processing, JVs are automatically sent to MAGIC with no involvement by DFA. The actual travel documents become frozen and cannot be modified. If there are no errors, then the JVs are posted in MAGIC. The rule is that if final travel processed successfully in SPAHRS and in MAGIC, it will **not** be unfrozen.

In some cases where the travel did not process successfully in MAGIC, MMRS will assist the user through this modification process for travel; four screens are available to unfreeze summary and/or advance records. **The screens are for use by MMRS only.**

The process of un-freezing Travel Summaries and/or Advances must meet certain criteria. A final Travel payroll will **not** be unfrozen if it processed successfully through both SPAHRS and MAGIC. A request to release (unfreeze) either travel summary records or advance records must be submitted in writing to MMRS; the request must be signed by the individual designated by the agency for processing payments. The request should include the SPAHRS agency number and the run number. *MMRS will take the request under advisement; it is the exception to the rule to unfreeze travel documents.*

Should MMRS unfreeze the final travel documents, any MAGIC errors should be corrected in MAGIC prior to making the modifications in SPAHRS if possible. The travel voucher or vouchers associated with the summary record can be modified once the summary record has been unfrozen and unapproved.

Un-Freeze Travel Summary Individually (for use by MMRS only)

You may check via the **PA PA US** screen to see if the JV approval is marked with a Y; if so, the JVs are loaded with approval in MAGIC.   OFM makes the decision as to whether or not the JVs will be reversed in MAGIC; this reversal will have to be completed by MAGIC staff and will require a written request from MMRS to MAGIC staff with the specific information regarding which Agency, Run Number, and Pay Date to reverse.

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **UN** (Un-Freeze Travel Records) from the Travel Menu and press ENTER.	The Un-Freeze Travel Records Menu will appear.

```
PHFNC10   PHV2      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/28/2015
PHIMAINU PHIMAINM          Un-Freeze Travel Records Menu              01:43 PM

          Code      Description                           FastPath

          UF    Un-Freeze Travel Summary
          BU    Batch Unfreeze Travel Summary Records
          UA    Un-Freeze Travel Advance/PTE
          BA    Batch Un-Freeze Travel Adv/PTE Records




       Code: __

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

Your Action ...	System Response ...
3. Choose **UF** (Un-Freeze Travel Summary) from the Un-Freeze Travel Records Menu and press ENTER.	The Un-Freeze Travel Summary screen will appear.

```
PHFNC10   CI        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/28/2015
PHTRSU8B PHTRSU8M          Un-Freeze Travel Summary                  01:43 PM

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








 *Agency: ____   *SSN: _____    Date to Pay: _____  (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. Enter the following information:
 	
    *__Agency__: Enter the SPAHRS agency code XXXX.
    *SSN: Enter the traveler's Social Security Number.
    Date to Pay: Enter the travel pay date in MM DD YYYY format.	

5. Press ENTER.	The system will display the summary records available to be un-frozen.
6. Choose __M__odify by the SSN record to be unfrozen and press ENTER.	
7. Press ENTER.	The Un-Freeze Travel Summary screen will be displayed.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/25/2012
PHTRSU8D PHTRSU9M              Un-Freeze Travel Summary               11:16 AM

*Action (D,M,N)       =    Agency: 0662  SSN: 111111111 Date to Pay 07312012
                                                              (MMDDYYYY)
 XXXXXXXX, XXXXXXXXX XXXXXXXXX



Supplement Run Ind. 9


Pay Date........... 07/31/2012
Approval Date...... 07/31/2012
Approval Requested. A
Pin Win Number..... 754
Worker Type........ P
Payroll Run#....... 000004618
Certified By....... MNPH044

LastUpdPgm PHTRSP2T LastUser MN733330  LastUpdTm 08/02/2012  7:10:25.1 AM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note        Bkwd  Fwd                     Quit
```

Your Action ...	System Response ...

8. Supplement Run Ind: __9__ = Frozen; __blank out__ the field if the travel summary or voucher needs to be modified.
 	
    __OR__
 	
    Change the indicator to __Y__ if the travel summary or voucher does not need to be modified, and the transaction will be picked up in the next run.	

Your Action ...	System Response ...
9. Press ENTER.	The Un-Freeze Travel Summary file has been unfrozen and the following message is displayed: Travel Summary aaaa-xxxxxxxxxxxx modified successfully.

Batch Un-Freeze Travel Summary Records (MMRS USE ONLY)

This method is the recommended method for unfreezing documents, as it allows the system to mark all records appropriately. When unfreezing the batch from a Final Travel Payroll run, check to see if the JV's were sent to MAGIC. If they were sent successfully, inform the agency they cannot be backed out. If circumstances, though rare, occur to allow unfreezing, then OFM makes the decision as to whether or not the JVs will be reversed in MAGIC; this reversal will have to be completed by MAGIC staff and will require a written request from MMRS to MAGIC staff with the specific information regarding which Agency, Run Number, and Pay Date to reverse.

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **UN** (Un-Freeze Travel Records) from the Travel Menu and press ENTER.	The Un-Freeze Travel Records Menu will appear.
3. Choose **BU** (Batch Un-Freeze Travel Summary Records) from the Un-Freeze Travel Records Menu and press ENTER.	The Batch Un-Freeze Travel Summary Records screen will appear.

```
FMSAS23  PHV5        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    09/25/2012
PHTRUF1D PHTRUF1M       Batch Unfreeze Travel Summary Records          12:40 PM


              (X)
              _   0233   EDUCATION-BLIND AND DEAF SCHOOLS
              _   0571   DHS-YOUTH SERVICES
              _   0660   DHS-AGING AND ADULT SERVICES
              _   0662   DHS-FAMILY & CHILDREN'S SERVICES
              _
              _
              _
              _
              _
              _
              _
              _
              _

   Run 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 ...
4. Place an **X** beside the agency, enter the **Run Number** to be unfrozen and press ENTER.	The Batch Job Submission screen will appear.
5. Press ENTER.	The following message will appear. PH733524 Has Been Submitted Successfully.

Un-Freeze Travel Advance/PTE Individually (for use by MMRS only)

When unfreezing a Final Travel Payroll run, check to see if the JV's were posted successfully in MAGIC. If circumstances, though rare, occur to allow unfreezing, then OFM makes the decision as to whether or not the JVs will be reversed in MAGIC; this reversal will have to be completed by MAGIC staff and will require a written request from MMRS to MAGIC staff with the specific information regarding which Agency, Run Number, and Pay Date to reverse.

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **UN** (Un-Freeze Travel Records) from the Travel Menu and press ENTER.	The Un-Freeze Travel Records Menu will appear.
3. Choose **UA** (Un-Freeze Travel Advance/PTE) from the Un-Freeze Travel Records Menu. Press ENTER.	The Un-Freeze Travel Advance/PTE screen will appear.

```
FMSAS23  CI         STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/25/2012
PHTRAV6B PHTRSU8M             Un-Freeze Travel Advance/PTE              12:52 PM

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








 *Agency: ____   *SSN: _____   Date to Pay: _____  (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. Enter the following information:
 	
  *__Agency__: Enter the SPAHRS agency code XXXX.
  *SSN: Enter the traveler's Social Security Number.
  Date to Pay: Enter travel pay date in MMDDYYYY format.	

Press ENTER.	The system will display the advance records available to be un-frozen.
Select the advance record to be un-frozen with a __M__odify action.	
Press ENTER.	The Un-freeze Travel Advance record will be displayed.

```
FMSAS23  PHV6        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/25/2012
PHTRAV6D PHTRAV6M              Un-Freeze Travel Advance                  01:23 PM

 Action: _ (D,N)              Agency: 5704    SSN: 111111111

xxxxxxxx, xxxxxx xxxxxx

Supplement Run Ind: 9


Trip Number........ 070513000018     Budget Fiscal Year. 2013
Travel Type........ OS               Pay Date........... 09/27/2012
Advance Number.....   1              Approval Requested. A
Advance From Date.. 09/22/2012       Pin Win Number.....    252
Advance To Date.... 09/28/2012       Worker Type........ P
Advance Amount.....       889.00     Payroll Run Number. 000004633
PTE Lodging........                  Certified Date..... 07/18/2012
PTE Airfare........                  Certified By....... AMPH012


LastUpdPgm: PHTRSP2T LastUser: FM733329  LastUpdTm: 09/25/2012  1:21:21.6 PM
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Main  End         Note                                      Quit
```

Your Action ...	System Response ...
5. Correct the data by modifying in the following manner: Supplement Run Ind: __9__ = Frozen; __blank out__ the field if the travel advance/ PTE needs to be modified; or change the indicator to __Y__ if the travel advance/PTE does not need to be modified. The transaction will be picked up in the next run.	

Your Action ...	System Response ...
6. Press ENTER.	The following message will be displayed: Travel Advance 1 AAAA-1-AAAA-XX-XXXXXX-XXXXXXXXXX modified successfully.

Batch Un-Freeze Travel Advance/PTE Records (for MMRS use only)

The Batch Un-freeze method is preferred, as it allows the system to mark the documents appropriately. When unfreezing a Final Travel Payroll run, check to see if the JV's were posted successfully in MAGIC prior to MMRS' consideration of unfreezing the final travel payroll. If circumstances, though rare, occur to allow unfreezing, then OFM makes the decision as to whether or not the JVs will be reversed in MAGIC; this reversal will have to be completed by MAGIC staff and will require a written request to MAGIC staff from MMRS with the specific information regarding which Agency, Run Number, and Pay Date to reverse.

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **UN** (Un-Freeze Travel Records) from the Travel Menu and press ENTER.	The Un-Freeze Travel Records Menu will appear.
3. Choose **BA** (Batch Un-Freeze Travel Adv/PTE Records) from the Un-Freeze Travel Records Menu and press ENTER.	The Batch Un-Freeze Travel Adv/PTE Records screen will appear.

```
FMSAS23  PHV2        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/25/2012
PHTRUF2D PHTRUF1M      Batch Un-Freeze Travel Adv/PTE Records           02:02 PM


              (X)
              _  0371  MH-CENTRAL OFFICE
              _  0571  DHS-YOUTH SERVICES
              _  0662  DHS-FAMILY & CHILDREN'S SERVICES
              _  0664  DHS-CHILDREN AND YOUTH
              _  0712  DPS-DIVISION OF SUPPORT SERVICES
              _  0838  NURSING BOARD
              _
              _
              _
              _
              _
              _
              _


  Run 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 ...
4. Place an **X** beside the agency, enter the **Run Number** and press ENTER.	The Batch Job Submission screen will appear.
5. Press ENTER.	The following message will appear. PH733524 Has Been Submitted Successfully.

Travel Upload/Download

Agencies who utilize in-house tracking systems for travel have the option to upload and download SPAHRS data by accessing the following screens:

Upload Travel Advances & Vouchers

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TU** (Travel Upload/Download) from the Travel Menu and press ENTER.	The Travel Upload/Download Option Menu will appear.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     09/25/2012
PHTROS1D PHTROS1M              Travel Upload/Download                 02:20 PM


                   Option      Description

                   TU        Upload Travel Advances & Vouchers
                   TD        Download Travel Authorizations


            Option: __


         File Name:






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

Your Action ...	System Response ...
3. Choose **TU** (Upload Travel Advances & Vouchers) from the Travel Upload/Download Menu and press ENTER.	The Batch Job Submission window will appear.
4. Press ENTER.	The system will upload the file and print a "Travel Upload into SPAHRS" report.

Your Action ...	System Response ...
5. Press ENTER.	The travel payroll file has been submitted and the following message is displayed: Xxxxx PHXXXXXX Has Been Submitted Successfully.

```
FMSAS23  PHV5       STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/25/2012
PHTROS1D PHTROS1M                 Travel Upload/Download                02:24 PM


                  Option     Description

                   TU        Upload Travel Advances & Vouchers
                   TD        Download Travel Authorizations


          Option: __


       File Name: FM.TEST.DEV.TRAVEL.UPLOAD




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

Travel Download

Your Action ...	System Response ...
1. Choose **TR** (Travel Menu) from the Main Menu and press ENTER.	The Travel Menu will appear.
2. Choose **TD** (Travel Upload/Download) from the Travel Menu and press ENTER.	The Travel Upload/Download Option Menu will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/26/2012
PHTROS1D PHTROS1M               Travel Upload/Download                 09:48 AM


                  Option      Description

                    TU        Upload Travel Advances & Vouchers
                    TD        Download Travel Authorizations


            Option: __


         File Name:






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

Your Action ...	System Response ...
3. Choose **TD** (Download Travel Authorizations) from the Travel Upload/Download Menu and press ENTER.	The "Agencies to be downloaded" box will appear.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/26/2012
PHTROS1D PHTROS1M               Travel Upload/Download                 09:48 AM


                  Option      Description

                    TU        Upload Travel Advances & Vouchers
                    TD        Dow +-------------------------------------+
                                |                                       |
                                |       Agencies to be downloaded       |
            Option: td          |                                       |
                                |    ____  ____  ____  ____  ____       |
                                |    ____  ____  ____  ____  ____       |
         File Name:             |                                       |
                                |    From Date: __ __ ____ - MM DD YYYY  |
                                |      To Date: __ __ ____ - MM DD YYYY  |
                                |    Approval: _ - A, N, or BLANK=ALL    |
                                |                                       |
                                +-------------------------------------+

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

Your Action ...	System Response ...
4. Enter the following information: **Agencies to be downloaded:** Enter the Agency Number of the files to be downloaded. **From Date (MMDDYYYY):** Enter the From Date to be downloaded. To Date (MMDDYYYY): Enter the To Date to be downloaded. Approval: Enter the status of the travel documents to be downloaded ("**A**" Approved travel documents, "**N**" Not Approved or Blank for both).	
5. Press ENTER.	The batch job submission box appears indicating the printer to which the travel report is directed.
6. Press ENTER.	The download file has been submitted and the following message is displayed. The system will download the SPAHRS files and print a "Travel authorization Download" report. Job Has Been Submitted Successfully.

```
FMSAS23  PHV4        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      09/26/2012
PHTROS1D PHTROS1M              Travel Upload/Download                   10:15 AM



               Option      Description

                 TU        Upload Travel Advances & Vouchers
                 TD        Download Travel Authorizations



         Option: __


       File Name: FM.TEST.TRAVEL.AUTH






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