
Mississippi Management and Reporting System

Department of Finance and Administration

| MMRS MASH/Training Materials | | |
|-------------------------------------|----------------------------------|---------------------------|
| 6338 | SPAHRs Travel Voucher Adjustment | Revision Date: 10/14/2015 |
| | | Version: 8 |

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Objective

Develop an understanding of the Travel Voucher Adjustment process.

Outcome

An understanding of the process, menus, and screens is achieved.

Overview

The travel voucher adjustment provides a method of adjusting a paid travel voucher to correct inaccuracies of payment. Once the travel voucher adjustment is approved, a summary must be created and approved to process the adjustment through the SPAHRS and MAGIC systems. Only one adjustment can be made **for each original voucher** and only one to an **adjustment voucher**.

Travel Adjustments

A Travel Voucher Adjustment is required to correct travel vouchers originally processed with expenses charged to the incorrect earnings code (particularly those codes involving taxable or nontaxable travel). Additionally, it will be necessary to process a Travel Voucher Adjustment if the employee/worker has been overpaid for expenses incurred. The total amount of adjustment expenses must **equal** the expenses on the original voucher in order to be processed; a negative adjustment voucher will not be processed.

The following examples (not all-inclusive) can assist in determining if a Travel Adjustment Voucher should be processed:

| Example | Adjustment Needed or Not |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| The dollar amount on the original voucher is an insufficient amount. | The Travel Voucher Adjustment <i>is not needed</i> . Any additional expense must be processed on a new Travel Voucher. |
| The taxable travel should have been nontaxable (or vice versa). | The Travel Voucher Adjustment <i>is needed</i> . |
| A post audit shows that the employee was reimbursed too much money. | The Travel Voucher Adjustment <i>is needed</i> . |
| A duplicate payment has been made. | The Travel Voucher Adjustment <i>is needed</i> . |

When an employee has been paid taxable travel that should have been nontaxable, an adjustment voucher should be created. The system will calculate the taxes originally paid to the employee. The Travel Voucher Summary record created for the adjustment voucher will indicate the overpaid taxes as a negative figure; the amount will be repaid to the employee.

If an employee has been reimbursed for nontaxable expenses that should have been taxable, an adjustment voucher will be needed to correct the error. Once the adjustment voucher is created, the system will calculate the taxes due. Because the employee owes for the taxes, the system will provide an earnings code (TRCCK) to be used to account for the money paid by the employee to cover the tax amount; it will also provide the TRCCK amount to be entered. A

Receipt Document Number (XR#) blank is also provided for the agency, at its option, to track the receipt of monies from the employee.

When a Travel Voucher Adjustment results in recovering Travel expenses from an employee/worker, the TRCCK Earnings Code is required. The system will indicate the dollar amount due for that earnings code. The adjustment in SPAHRS creates an automatic voucher that credits the Travel Object Code originally used and debits Object Code 60716. When the Receipt Document (XR) is entered in MAGIC to receipt this money, the user should create the XR to post the money to Object Code 60716.

In order to complete the Travel Voucher Adjustment screen, it will be necessary for the user to have specific information regarding the original paid voucher (the one to be corrected).

Because of reporting and audit requirements, no modifications can be made to a Travel Adjustment Voucher once it has been submitted for payment.

Travel Voucher Adjustment

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

| 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 TJ (Travel Adjustments) from the Travel Menu and press ENTER. | The Travel Adjustments Menu will appear. |

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 09/26/2012
PHIMAINU PHIMAINM Travel Adjustments Menu 11:15 AM

Code Description FastPath
TV Travel Voucher Adjustment TADJ
TJ Browse Travel Voucher 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 ... |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| 3. Choose TV (Travel Voucher Adjustment) from the Travel Adjustments Menu and press ENTER. | The Travel Voucher Adjustments screen will be displayed. |

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PHFNC10 PHV0 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/14/2015
PHTRAJ1D PHTRAJ1M Travel Voucher Adjustment 01:14 PM
1 more >

*Action: _ (A,C,D,M,P)
*Agency: ___ *SSN: _____ Trip Type: __ Trip#: _____ Voucher# ___
Employee Type: PIN/WIN#: _____ Contract#: _____ Date to Pay: _____
Travel From: To: Adjustment voucher#: _____

*Earnings Code original Pay Corrected Pay
____
____
____
____
____
____

Approval Date: XR#: _____ Approval: _
LastUpdtTm: LastUpdtUser/Pgm:
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Note Bkwd Fwd Left Right Quit
    
```

| Your Action ... | System Response ... |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <p>4. 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>Trip Type: Enter the type of travel for this adjustment. The choices are: IS - in-state travel OS - out-of-state travel OC - out-of-country travel</p> <p>Trip#: Enter the Trip Number (0aaay#####).</p> <p>Voucher#: Enter the Voucher Number from the voucher that is to be adjusted.</p> | |
| <p>5. Press ENTER.</p> | |
| <p>6. The following fields are populated by the system:</p> <p>Employee Type: The system populates this field with PIN or WIN based on the voucher to be adjusted.</p> <p>PIN/WIN#: This field is populated based on information from the voucher to be adjusted.</p> <p>Contract#: If the voucher to be adjusted was for a Contract WIN, the system will populate the contract number in this field.</p> <p>Date to Pay: This field is populated based on information from the voucher to be adjusted.</p> <p>Travel From: This field is populated based on information from the voucher to be adjusted.</p> <p>To: This field is populated based on information from the voucher to be adjusted.</p> <p>Adjustment Voucher#: This field is populated by the system when the adjustment is added and indicates the voucher number assigned to the adjustment.</p> <p>Earnings Codes: This field is populated based on information from the voucher to be adjusted.</p> <p>Original Pay: This field is populated based on expense information from the voucher to be adjusted.</p> <p>Corrected Pay: This field is populated based on expense information from the voucher to be adjusted. This field is open for any modifications, if necessary.</p> | <p>Note: The original Earnings Codes and Original Pay fields are protected, and no entry is allowed in those fields.</p> |

| Your Action ... | System Response ... |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Enter or modify the following information:</p> <p>*Earnings Code: Enter Earnings Codes to be added if an additional one is needed; or modify expenses on an existing earnings code (via Corrected Pay).</p> <p>Corrected Pay: Enter the actual dollar amount that <i>should have been</i> associated with each earnings code.</p> <p>Approval Date: This field is populated by the system once approval is secured for this transaction.</p> <p>XR#: This field is used to enter a Receipt Document (XR) number when money is returned to the agency. Whether or not the field is used is determined at the agency level.</p> <p>Approval: Enter Yes to approve the record.</p> | |
| <p>8. Press ENTER.</p> <p>NOTE: If the adjustment requires that money be returned to the agency, the system will display a message that earnings code TRCCK is required; in the message it also <i>notifies the user of the amount</i> to be entered for the TRCCK earnings code. This amount is to be garnered from the employee and processed as a Receipt Document (object code 60716).</p> | <p>The travel adjustment voucher has been added and approved.</p> |
| <p>9. Press F11 to access the second panel.</p> | <p>The second panel of this screen will appear. It displays the adjustment that will be made.</p> <p>Note: Modifications and approvals can only be made from Panel 1.</p> |

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FMSAS23 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/02/2012
PHTRAJ1D PHTRAJ2M Travel Voucher Adjustment 12:42 PM
< 1 more
*Action: _ (A,C,D,M,P)
*Agency: *SSN: Trip Type: Trip#: Voucher#

Original Pay: Gross State Exp Net
Corrected Pay: -----
Net Change: -----

Trans Code Amount 1 of 6 Wage Base
TRCAR
RPERS
FIT
FICA
MCARE
MSIT

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

Browse Travel Voucher Adjustments

| Your Action ... | System Response ... |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Choose TR (Travel) from the Main Menu and press ENTER. | The Travel Menu will appear. |
| 2. Choose TJ (Travel Adjustments) from the Travel Menu and press ENTER. | The Travel Adjustments Menu will Appear. |
| 3. Choose TJ (Browse Travel Voucher Adjustments) from the Travel Adjustments Menu and press ENTER. Selection criteria includes Agency, SSN, Travel Type (IS, OC, OS), Trip Number, Voucher From Date, and To Date. | The Browse Travel Voucher Adjustments screen will appear. Information is displayed by Agency, SSN, Travel Type, Trip Number Date to Pay, Pay Date, Voucher Number, Payroll Run Number and Approval Requested. |

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FMSAS23 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/02/2012
PHTRV06B PHTRV06M Browse Travel Voucher Adjustments 02:21 PM

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

*Agency: ____ *SSN: _____ Travel Type: _ (IS,OC,OS) Trip No: _____
Voucher From Date: _____ (MMDDYYYY) To Date: _____ (MMDDYYYY)
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Quit
    
```


| Your Action ... | System Response ... |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------|
| 4. Choose Display beside the requested record and press ENTER. | The In-State, Out of State, or Out of Country Travel voucher will appear. |

Adjustments for Prior Year Travel *DURING* the lapse period

During the lapse period – Select the correct Travel Authorization number for the **previous** fiscal year's trip if one has already been created. If there is not a Travel Authorization, add one for the **previous** fiscal year. Create and approve the voucher, then add and approve the summary. SPAHRS will charge the prior year travel expenses to the prior year budget.

Adjustments for Prior Year Travel *AFTER* the lapse period

After the lapse period – an adjustment to a prior year travel voucher is entered and processed the same as that of a current year voucher – with two essential differences:

- I. Any earnings codes added to the voucher for prior year expenses *after the lapse period* must be one of the choices listed below. The existing earnings codes (those on the voucher to be adjusted) will not be changed, as they are protected fields.
 1. **Employees & non-contractual workers earnings codes**
 - TRPFY (for nontaxable prior year expenses)
 - TXPFY (for taxable prior year expenses)
 2. **Contractual workers (CWs) earnings codes**
 - CTPFY (for nontaxable prior year expenses)
 - CTXPY (for taxable prior year expenses)
- II. A Mass Change transaction will also be required after the lapse period. (See Training document #6341 SPAHRS PR Gen SAAS Travel Cost Reallocation-Mass workbook for information and instructions.)

NOTE: During the lapse period a mass change for travel is not required.

Important: Both the Travel Authorization and the Travel Voucher should be for the **previous fiscal year**.

Select the correct Travel Authorization number for the **previous** fiscal year's trip if one is already in the system. If there is **not** a Travel Authorization already set up for the trip, then add one for the **previous** FY, not the current FY.

Expenses will **not** be reported on Panel 1 of the voucher. Create and approve the voucher for the trip in the following manner:

1. Expenses should be reported on Panel 2 (F11 from first panel). **If the worker is in a PIN or non-contractual WIN**, then:
 - a. Lump all taxable expenses into one total and report them by using Earnings Code **TXPFY** (Taxable Prior Year Travel).
 - b. Lump all non-taxable expenses into one sum and report them by using Earnings Code **TRPFY** (Prior Year Travel).

2. If the worker is in a **contractual WIN**, then:
 - a. Lump all taxable expenses into one total and report them by using Earnings Code **CTXPY** (Contr Wrkr Taxable Prior FY Travel).
 - b. Lump all non-taxable expenses into one sum and report them by using Earnings Code **CTPFY** (Contract Worker Travel Prior Year).
3. Add and approve a Travel Voucher Summary.

A **Mass Change - Before Posting** is required to charge these payments to the current budget year.

Follow these steps:

- a. Create a “Mass Change - Before Posting” (PA GS TC M1 or PA GS DM M1). The pay period end date is the “Date to Pay” in Travel. The frequency will be “T.”
- b. In the **left-hand column** enter the distribution as it appears in the previous year. The “Budget Year” = Previous FY.
- c. In the **right-hand column** enter the distribution equivalent to the way it should pay in the current year. The “Budget Year” = Current FY.
- d. Run a travel preliminary and check the special Mass Change report that will appear in FMVIEW. If the mass change is applied, as it should be, then the prior year’s travel will be charged to the current budget year.

The object code for prior year travel is noted by BFC as a prior year travel paid in the current fiscal year, which is the correct way to handle after the lapse period.