
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6341	SPAHRs PR Generate SAAS/ Travel Cost Reallocation / Mass Change	Date: 05/06/2020
		Version: 4

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Objective

Develop an understanding of how to perform a Travel Cost Reallocation or a Mass Change.

Outcome

The ability to initiate the process of a Travel Cost Reallocation or a Mass Change

Overview

Travel costs are calculated based on the default accounting distributions for positions and workers. These costs can be reallocated after a travel run has been processed to the appropriate accounting codes via the SPAHRS Cost Reallocation Tables. These tables require no approval; therefore, security should be established to only allow access to the screens to those who have authority to reallocate costs previously distributed.

The cost reallocation screens are designed for reallocation of a few employees' accounting code distributions. If a group of positions or an entire agency's distribution is to be changed, then the Mass Change process should be utilized.

Prior to the entry of the Cost Reallocation a Cost Reallocation status record must be established and approved. This record establishes the pay period for the processing of the cost reallocation. Cost reallocation can be generated by percentage for travel runs. SPAHRS SAAS Tables will verify any fields posted to this table for validity. Once the appropriate Cost Reallocation has been entered, a Cost Reallocation Preliminary should be requested. After the preliminary has been run, view the Journal Entry/Encumbrance screen; and, if distribution is correct, submit a final Cost Reallocation run. After the final run, the redistribution journal vouchers will be created.

FMVIEW reports are created following preliminary and final travel cost reallocation runs. The agency users should review these reports to be certain that all reallocations posted correctly in MAGIC.

Generate SAAS Transactions Menus

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

PHFNC10	PHVL	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	03/27/2018
PHIMAINU	PHIMAINM	Payment Menu	09:11 AM
Code	Description	FastPath	
CP	Calculate Pay	CALC	
GS	Generate SAAS Transactions	SAAS	
RD	Remit Taxes and Deductions Menu	REMD	
DP	Distribute Pay	DISP	
PA	Approve/Release Pay	RPAY	
FT	File Tax Reports	FIAX	
AP	Adjust Pay	ADJP	
PT	Earnings, Tax, and Deduction Tables	ETDT	
OT	Other Payroll Tables	PAYT	
PR	Payroll Reports		
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 GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.

Code	Description	FastPath
MT	Maintain Gen SAAS Tables Menu	GSTM
MD	Maintain Default Acct Dist Menu	DADM
BM	Gen SAAS Browse Menu	BRMN
BS	On-Line Submit of Batch Programs	GSSB
SB	MAGIC On-Line Batch Status	BTST
CP	Cash Position	CASH
RT	Rollover Tables	ROLL
R1	Generate SAAS Reports	GSRP
CM	Cost Reallocation / Mass Change Menu	CRMC
TC	Travel Cost Reallocation / Mass Change Menu	TCRMC
S1	SAAS Tables Group 1	SAAS1
S2	SAAS Tables Group 2	SAAS2

Code: __

Direct Command: _____

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

Travel Cost Reallocation/Mass Change

Maintain Travel MCA/CRA Status

The Status record is the first step of processing a Cost Reallocation or a Mass Change After. Once the user has entered the data on this screen, the system will assign a unique run number. A Status record can be entered for only one single period. Cost Reallocation or a Mass Change After cannot be processed without a status of **Approved** on this screen. The Maintain MCA/CRA screen will be updated with each preliminary and final run.

Your Action ...	System Response ...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.

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PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/06/2020
PHIMAINU PHIMAINM Travel Cost Reallocation / Mass Change Menu 12:48 PM
    
```

Code	Description	FastPath
TR	Travel Cost Realloc / Mass Change After Run	TRUN
TB	Browse Travel Cost Reallocation Distributions	BTCB
TC	Travel Cost Reallocation by Percentage	TREAL
MB	Browse Travel Mass Change Distributions	TMCD
M1	Travel Mass Change Before Posting	TMCB
M2	Travel Mass Change After Posting	TMCA
DR	Maintain Travel MCA/CRA Status	TMRLD
BR	Travel Browse MCA/CRA Status	TBRLD

Code: __

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

Your Action....	System Response....
4. Choose DR (Maintain Travel MCA/CRA Status) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER.	The Maintain Travel MCA/CRA Status screen will appear.

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PHFNC10 PHVD STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/31/2017
PHTCMC1D PHTCMC1M Maintain Travel MCA/CRA Status 09:24 AM
    
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*Action: _ (A,C,D,M,N,P)

Agency: ____ Type (M/C): _ *To Date: _____ (MMDDYYYY) Seq: ____

From Date.....: _____ (MMDDYYYY)

Date Sent to MAGIC.....:

Date Posted in MAGIC.....:

Re-allocation Run Number:

Preliminary Run Required:

Pay Frequency.....: T

Last Update User.....:

Last Update Date/Time....: Approval Ind: _

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

Your Action....	System Response....
<p>5. Choose Add to create a record or other desired action for a previously established record and enter the following information:</p> <p>Agency: Enter the four-digit agency code (xxxx).</p> <p>Type: Enter C for Cost Reallocation After or M for Mass Change After</p> <p>*To Date: Enter the pay period end date (Travel Pay Date) for redistribution to be paid.</p> <p>Seq: Enter the sequence number for this screen. If additional runs are needed for the same Pay Period, Add a new MCA/CRA for the same date, but enter the next sequence number.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter the following information:</p> <p>From Date (MMDDYYYY): Enter the from pay period end date (must be the same as the *To Date listed in #5 above) for redistribution to be paid.</p> <p>Date Sent to MAGIC: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed.</p> <p>Date Posted in MAGIC: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Re-allocation Run Number: The run number assigned by the system after the 1st preliminary is run for this Cost Reallocation. The number will begin with a 500 million (ex., 500000....).</p> <p>Preliminary Run Required: Automatically set to Yes. Once a clean preliminary has been run, the system will change the indicator to a No.</p> <p>Pay Frequency: Defaults to Travel.</p> <p>Last Update User: The user ID/program ID of last update data affecting this screen.</p> <p>Last Update Date/Time: The date and time of last update affecting this screen.</p> <p>Approval Ind: Enter "Y" to transmit the record for approval.</p>	

Your Action....	System Response....
5. Press ENTER.	The system will display the following message: MCA/RCA Status xxxx-C-YY-MM-DD-N added successfully.

Travel Cost Reallocation by Percentage

The Travel Cost Reallocation by Percentage screen is used to reallocate payroll costs using a percentage for redistribution for a PIN or WIN after a payroll has been run. SPAHRS will verify fields posted on this table for MAGIC validity. After the information is added, the user should request a Cost Reallocation Audit Report from the On-Line Submit of Batch Programs screen to verify that the data entered is correct. If all changes are correct, the user should request a cost reallocation final job from the same screen. At that time, the redistribution journal vouchers will be created

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation / Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation / Mass Change Menu will appear.
4. Choose TC (Travel Cost Reallocation by Percentage) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Cost Reallocation by Percentage screen will appear.

Your Action...	System Response...
<p>7. Enter the following applicable data for redistribution:</p> <p>Bdgt Yr: Enter the applicable budget fiscal year (must be open).</p> <p>Pgm: Enter the two-digit program number.</p> <p>*FS: Enter Federal, General, or Other to indicate the funding source.</p> <p>*Fund: Enter the four-character fund code.</p> <p>*Actv: Enter the four-character activity code.</p> <p>*Org: Enter the four-character organization code.</p> <p>*Sb Org: Enter the two-character sub-organization code if applicable.</p> <p>*Rptg Cat: Enter the four-character reporting category code.</p> <p>*Project Number: Enter the eight-character project number if applicable.</p> <p>*Loc: Enter the location code if applicable.</p> <p>*Sb Obj: Enter the two-character sub-object code if applicable.</p> <p>*Agcy-1, Agcy-2, Agcy-3: Enter an agency-defined code in any or all of these fields if desired.</p> <p>Percent Distrib: Enter the percentage to be reallocated to this account distribution.</p> <p>Total Percent: Must equal 100%.MAGIC</p> <p>Sent Date: System will populate the date JV's are sent to MAGIC when preliminary and final runs are processed.</p> <p>MAGIC Posted Date: System will populate the date JV's are updated to MAGIC General Ledger when preliminary and final runs are processed.</p> <p>Error: Indicates there are JV errors.</p> <p>Last Update User: The user ID/program ID of last update data affecting this screen.</p> <p>Last Update Date/Time: The date and time of last update affecting this screen.</p>	

Your Action...	System Response...
8. Press ENTER.	The following message will be displayed: Cost Acct Dist xxxx-000000000000 added successfully. The system will infer the allocated hours and total hours/total percent.
9. Request Travel Cost Reallocation preliminary, which is described later on in this document.	Please review your FMVIEW reports and MAGIC reports for errors prior to processing final.
10. Request Travel Cost Reallocation Final, which is described later on in this document.	

Travel Mass Change

The Mass Change from travel function of SPAHRS is designed to change an entire agency's travel payroll or a travel distribution. If only one or a few employees' account code distribution change is necessary, the Travel Cost Reallocation Percentage function should be utilized.

Travel Mass Change Before Posting

This transaction does not require the setup of an MCA/CRA status record.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose M1 (Travel Mass Change Before Posting) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Mass Change Before Posting screen will appear.

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PFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/06/2020
PHTM1D PHTM2M Travel Mass Change Before Posting 12:57 PM
*Action: _ (A,C,D,M,N,P) *Agency: _____ Pay Period: _____ (MMDDYYYY) *Freq: T
#Old *Program No.: _____ #New Program No.: _____ of
#Distr: Fund Source.: _____ #Distr: Fund Source.: _____
Fund.....: _____ *Fund.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub Object..: _____ Sub Object..: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year.: _____
Last Upd Tm: _____ Last Upd UID: _____ Approval: _____
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Quit
    
```

Your Action ...	System Response ...
<p>5. Enter the following:</p> <p>Agency: Enter the 4-digit SPAHRS agency number.</p> <p>Pay Period (MMDDYYYY): Enter the pay period (pay date) to which the mass change will be paid.</p> <p>*Freq: This field defaults to T for Travel and cannot be changed.</p> <p>_____ of: This field is for the sequence number. Enter a 1 to indicate the first record for that pay period. Subsequent sequences may be added if needed.</p>	
<p>6. Press ENTER.</p>	
<p>7. Enter or change the following <u>Old and New</u> distribution codes:</p> <p>Program No: Enter the program number of distribution (must be an SPB approved code).</p> <p>Fund Source: Federal, General, or Other</p> <p>Fund: the 4-digit fund number</p> <p>Budget Year: the budget year in YYYY format</p> <p>Any other field coding required by your agency.</p>	<p>NOTE: The entire code used on the SPAHRS to MAGIC crosswalk must be included on the Travel Mass Change After.</p>

Your Action ...	System Response ...
8. Press ENTER.	The following message will be displayed: Travel Mass change added/modified successfully
9. Run regular Preliminary/Final Travel Submission Job.	Please review your FMVIEW reports and MAGIC reports for errors prior to processing final.

Travel Mass Change After Posting

This transaction requires an approved CRA/MCA Status record.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose M2 (Travel Mass Change After Posting) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER.	The Travel Mass Change After Posting screen will appear.

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PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 10/17/2017
PHTRMC2D PHTRMC3M Travel Mass Change After Posting 02:11 PM

*Action: _ (A,C,D,M,N,P) *Agency: _____ Pay Period: _____ (MMDDYYYY) *Freq: T
MAGIC Sent Date.: _____ MAGIC Posted Date: _____ Error:
#Old *Program No.: _____ #New Program No.: _____ of
#Distr: Fund Source.: _____ #Distr: Fund Source.: _____
Fund.....: _____ *Fund.....: _____
Activity....: _____ *Activity....: _____
Org.....: _____ *Org.....: _____
Sub Org.....: _____ *Sub Org.....: _____
Report Catgy: _____ *Report Catgy: _____
Project No.: _____ *Project No.: _____
Location....: _____ *Location....: _____
Sub Object..: _____ Sub Object..: _____
Agency 1....: _____ *Agency 1....: _____
Agency 2....: _____ *Agency 2....: _____
Agency 3....: _____ *Agency 3....: _____
Budget Year.: _____ Budget Year.: _____

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

Your Action ...	System Response ...
<p>5. Enter the following information:</p> <p>Agency: Enter the 4-digit SPAHRS agency number.</p> <p>Pay Period (MMDDYYYY): Enter the pay period end date to which the mass change should be applied.</p> <p>*Freq: This field defaults to T for Travel and cannot be changed.</p> <p>_____ of: This field is for the sequence number. Enter a 1 to indicate the first record for that pay period. Subsequent sequences may be added if needed.</p>	
<p>6. Press ENTER.</p>	

Your Action ...	System Response ...
<p>7. Enter or change the following old and new distribution codes:</p> <p>Program No: Enter the program number of distribution must be an SPB approved code.</p> <p>Fund Source: Federal, General, or Other</p> <p>Fund: the 4-digit fund number</p> <p>Budget Year: The budget year in YYYY format</p> <p>Any other field coding required by your agency.</p>	<p>NOTE: The entire code used on the SPAHRS to MAGIC crosswalk must be included on the Travel Mass Change After.</p>
<p>8. Press ENTER.</p>	<p>The following message will be displayed:</p> <p>Travel Mass change added/modified successfully</p>
<p>9. Request Travel Mass Change After Run Preliminary, which is described later on in this document.</p>	<p>Please review your FMVIEW reports and MAGIC reports for errors prior to processing final.</p>
<p>10. Request Travel Mass Change After Final, which is described later on in this document.</p>	

Browse Travel Cost Reallocation Distributions

The Browse Travel Cost Reallocation Distributions screen posts the Travel Cost Reallocation information that has been entered on the Travel Cost Reallocation by Percentage screen. The browse allows the user to display or modify a previously established record. It should be noted that a modification is not allowed once the distributions have been posted to MAGIC.

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>
<p>3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu press ENTER.</p>	<p>The Travel Cost Reallocation/Mass Change Menu will appear.</p>
<p>4. Choose TB (Browse Travel Cost Reallocation Distributions) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.</p> <p>Selection criteria include Agency, SSN, Employee Type, PIN/WIN, and Pay Period End Date.</p>	<p>The Browse Travel Cost Reallocation Distributions screen will appear.</p> <p>Information is displayed by Agency, SSN, Pay Period Account In, Reallocation Sent Date, Reallocation Post Date, Approval Indicator, Error Indicator, Reallocation Run #, and PIN/WIN.</p>

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PFNC10 PHVI STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 04/22/2020
PHTCR09B PHTCR09M Browse Travel Cost Reallocation Distributions 01:20 PM

Action (D,M) Pay Period Realloc Realloc Appr Err Realloc PIN
Act Agcy SSN Account In Sent Date Post Date Ind Ind Run# WIN
-----
*** End of Data ***

Agency: 0001 *SSN: _____ Emp Type: _ PIN/WIN: _____ PP End Date: _____
Direct Command: _____ (MMDDYYYY)
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                      Bkwd Fwd                               Quit
    
```

Your Action...	System Response...
5. Enter D isplay or M odify next to the desired record and press ENTER. NOTE: Modification is not allowed once transactions have been updated in MAGIC.	The Travel Cost Reallocation by Percentage screen will appear.

Browse Travel Mass Change Distributions

The Browse Travel Mass Change Distributions allow for the viewing of a list of previously entered Mass Change distributions. A user can initiate a record display or modification with these screens.

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu and press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.

Your Action ...	System Response ...
<p>4. Choose MB (Browse Travel Mass Change Distributions) from Travel Cost Reallocation/ Mass Change Menu and press ENTER.</p> <p>Selection criteria include Before/After Indicator, Agency and Mass Change Date.</p>	<p>The Browse Travel Mass Change Distributions screen will appear.</p> <p>Information is displayed by Agency, Mass Change Date, Pay Frequency, Sequence Number, Before/After, Mass Change Send Date, Mass Change Posted Date, Approval Indicator, Error Indicator, and Reallocation Run Number.</p>

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PHFNCL0 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/06/2020
PHTRMC1B PHTRMC1M Browse Travel Mass Change Distributions 01:05 PM

(D,M) Mass Change Pay Seq Bef Mass Change Mass Change Appr Err Reallocation
Act Agcy Date Frq Nbr Aft Send Date Posted Date Ind Ind Run Number
-----
*** End of Data ***

Before/After Ind: _ (B/A) Agency: ____ Mass Change Date: _____ (EM=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...
<p>5. Enter Display or Modify next to the desired record and press ENTER.</p> <p>NOTE: Modification not allowed once transactions have been updated in MAGIC.</p>	<p>The Travel Mass Change Before/After Posting screen will appear.</p>

Travel Browse MCA/CRA Status

The Browse MCA/CRA Status allows for the viewing of a list of previously entered Mass Change and Cost Reallocation distributions and status screens. A user can initiate a record display or modification with these screens.

Your Action...	System Response...
<p>1. Choose PA (Payment) from the Main Menu and press ENTER.</p>	<p>The Payment Menu will appear.</p>
<p>2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.</p>	<p>The Generate SAAS Transactions Menu will appear.</p>

Your Action...	System Response...
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose BR (Travel Browse MCA/CRA Status) from the Travel Cost Reallocation/ Mass Change Menu and press ENTER. Selection criteria includes Agency, Type (C/M), Pay Frequency, and To Date.	The Travel Browse MCA/CRA Status Screen will appear. Information is displayed by Agency, Type, To Pay Period Date, Sequence, From Pay Period Date, Sent Date, Post Date, and MCA/CRA Number.

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PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/06/2020
PHTCMC2B PHTCMC2M Travel Browse MCA/CRA Status 01:07 PM
Action: (D,M) To PP From PP Sent Post MCA/CRA
Act Agcy Type Date Seq Date Date Date Date Number
-----
*** End of Data ***

Agency: ____ Type: _ (C/M) Pay Freq: T *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...
5. Enter Display or Modify next to the desired record and press ENTER. NOTE: Modification not allowed once transactions have been updated in MAGIC.	The Maintain Travel MCA/CRA Status screen will appear.

Request Travel Cost Reallocation or Mass Change After Preliminary

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose TR (Travel Cost Realloc / Mass Change After Run) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Cost Realloc / Mass Change After Run screen will appear.

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PHFNC10 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 05/06/2020
PHTCR01D PHTCR01M Travel Cost Realloc / Mass Change After Run 01:08 PM

  0001 SENATE
  0002 HOUSE OF REPRESENTATIVES
  0003 JOINT LEGISLATIVE OPERATIONS
  0004 HOUSE OF REPRESENTATIVES -- MEMBERS
  0005 SENATE - MEMBERSHIP
  0021 PEER COMMITTEE
  0022 JOINT LEGISLATIVE REAPPORTIONMENT
  0025 LEGISLATIVE BUDGET OFFICE
  0051 SC-SUPREME COURT
  0054 SC-ADMINISTRATIVE OFF OF COURTS
  0055 SC-COURT OF APPEALS
  0071 ATTORNEY GENERAL
  0083 OPTOMETRY BOARD
  0091 OFFICE OF STATE PUBLIC DEFENDER

Pay Period: ____ (MMDDYYYY) CR/MCA Run (C/M): _ Pay Freq: T
Prelim/Final (P/F): P Submit (Y/N): Y
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 ...
5. Enter the following information: Agency: Enter an X in the space before agency number and name. Pay Period: Enter the date the warrant/EFT is to be issued (MM DD YYYY). This date must be valid on the Pay Date Table.	

Your Action ...	System Response ...
Continue to enter the following information: CR/MCA Run (C/M): Enter C for cost reallocation or M for Mass change after. Pay Freq: The system defaults to Travel . Prelim/Final (P/F): The system defaults to Preliminary . Submit (Y/N): The system defaults to Yes to submit job.	
6. Press ENTER.	The Batch Job Submission screen will appear. Access travel reports via FMVIEW.
7. Press ENTER.	The travel payroll has been submitted and the following message is displayed: Job Has Been Submitted Successfully.

Request Travel Cost Reallocation or Mass Change After Final

Your Action...	System Response...
1. Choose PA (Payment) from the Main Menu and press ENTER.	The Payment Menu will appear.
2. Choose GS (Generate SAAS Transactions) from the Payment Menu press ENTER.	The Generate SAAS Transactions Menu will appear.
3. Choose TC (Travel Cost Reallocation/Mass Change Menu) from the Generate SAAS Transactions Menu and press ENTER.	The Travel Cost Reallocation/Mass Change Menu will appear.
4. Choose TR (Travel Cost Realloc / Mass Change After Run) from the Travel Cost Reallocation/Mass Change Menu and press ENTER.	The Travel Cost Realloc / Mass Change After Run screen will appear.

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PHFNC10 PHVL STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 03/27/2018
PHTCR01D PHTCR01M Travel Cost Realloc / Mass Change After Run 09:49 AM

  0001 SENATE
  0002 HOUSE OF REPRESENTATIVES
  0003 JOINT LEGISLATIVE OPERATIONS
  0004 HOUSE OF REPRESENTATIVES -- MEMBERS
  0005 SENATE - MEMBERSHIP
  0021 PEER COMMITTEE
  0022 JOINT LEGISLATIVE REAPPORTIONMENT
  0025 LEGISLATIVE BUDGET OFFICE
  0051 SC-SUPREME COURT
  0054 SC-ADMINISTRATIVE OFF OF COURTS
  0055 SC-COURT OF APPEALS
  0071 ATTORNEY GENERAL
  0083 OPTOMETRY BOARD
  0091 OFFICE OF STATE PUBLIC DEFENDER

Pay Period: _____ (MMDDYYYY) CR/MCA Run (C/M): _ Pay Freq: T
Prelim/Final (P/F): P Submit (Y/N): Y
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 ...
<p>5. Enter the following information:</p> <p>Agency: Enter an X in the space before agency number and name.</p> <p>Pay Period: Enter the date the warrant/EFT is to be issued (MM DD YYYY). This date must be valid on the Pay Date Table.</p> <p>CR/MCA Run (C/M): Enter C for cost reallocation or M for Mass change after.</p> <p>Pay Freq: The system defaults to Travel.</p> <p>Prelim/Final (P/F): Change to Final to submit the final payroll.</p> <p>Submit (Y/N): The system defaults to Yes to submit job.</p>	
<p>6. Press ENTER.</p>	<p>The Batch Job Submission screen will appear. Access travel reports via FMVIEW.</p>
<p>7. Press ENTER.</p>	<p>The travel payroll has been submitted and the following message is displayed:</p> <p>Job Has Been Submitted Successfully.</p>

After the final cost reallocation has run, you need to check the MAGIC FMVIEW record to see if all documents posted or if there is an error in MAGIC. In the case that it does not process successfully, please correct the error in MAGIC and then notify the MAGIC payroll staff that you would like for them to run the final again in MAGIC for you.