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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6286	SPAHRs WIN – Create WIN Accounting Distribution	Revision Date: 06/25/2019 Version: 7

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**Objective**

Enter a default accounting distribution for a WIN

**Outcome**

Default accounting distribution added successfully

**Overview**

Before payments can be made to a worker, a default accounting distribution must be established for the WIN into which the worker has been hired. The start date for the account distribution must be the first day of the month in which the worker was hired. The distribution does not have to be changed each time the worker changes since it is assigned to the WIN, not the individual worker.

Default accounting distributions direct the system to charge payroll costs to one or more funding sources. The default accounting distribution contains the entire coding block (fund, activity, organization, sub-organization, location, project, reporting category and sub-object), which must be valid on the SPAHRS SAAS tables and the MAGIC Crosswalk Table; the SPAHRS program number; a funding source field; and three optional fields defined by the agency for its specific use. A WIN may have multiple accounting lines in the accounting distribution; however, the total percentage of all accounting lines must equal 100%.

Agencies are required to use the same data in the default accounting distribution that are 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 Fund, Program Number, and Funding Source fields, all of which must be valid on the SPAHRS SAAS Tables and MAGIC Crosswalk Table. Payroll transactions will be rejected if SPAHRS or MAGIC is unable to validate any field.

A maximum of thirty accounting lines can be entered on a default accounting distribution. The accounting 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. If the end date is placed beyond the current budget year, users may choose to utilize the rollover Default Accounting Distribution batch job in SPAHRS to create the next budget year distribution automatically. When multiple defaults have been established for a WIN, SPAHRS will use the last approved default applicable to that pay period.

**System Edits and Validations**

Numerous edits and validations exist in the SPAHRS system. There are SPAHRS tables that the system uses to validate payroll information, as well as other system edits. For example, if a G (general) is entered in the Funding Source field, then the system will allow only a 2000 fund to be entered in the Fund field. Any code entered on the default accounting distribution will be validated against the SPAHRS SAAS Tables MAGIC Crosswalk Table. All values entered in the optional agency fields and other allowed fields will be validated against the SPAHRS Validation Table.

**Default Accounting Distribution**

The Maintain WIN Account Distribution screen is used to enter distribution values for a worker. Before payroll can be processed each WIN must have an established default distribution reflecting the appropriate accounting codes to post an accounting transaction.

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.

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PFNC10  PAVK          STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/25/2019
PHIMAINU PHIMAINM          Manage Contracts Menu                10:00 AM

      Code      Description                                     FastPath

      MC      Maintain Contract Worker                          MCON
      MY      Maintain Contract Year (CW)                       MCYR
      AC      Browsers used for Analyzing Contracts (CW)        ANZC
      CT      Maintain Contract Tables (CW)                     TBLS
      BR      Contract Browsers and Reports (CW)               BRRE
      YH      Browse Contract Years History (CW)               CTYH
      CW      Contract WIN Menu                                 CWMU
      DL      Download Contract Worker Data                     CWDL

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 <b>CW</b> (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.

```

PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHIMAINU PHIMAINM Contract WIN Menu 10:00 AM

Code Description FastPath

WN Maintain WIN Within Contract MWIN
BW Browse/Hire Contract Worker Within WIN BRWK
CD Maintain WIN Account Distribution MWAD
CA Browse WIN Default Dist BWAD
AP WIN CalcPay GenSAAS Prelim/Final Run Release

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 <b>CD</b> (Maintain WIN Account Distribution) from the Contract WIN Menu and press ENTER.	The Maintain WIN Account Distribution screen will appear.

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PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSDE2D PHPSDE2M Maintain WIN Account Distribution 10:01 AM
  *Action: _ (A,C,D,M,N,P)
  *Agency: 0651 Budget Fiscal Year: 2019
  WIN#: 7295 Last Distributed:
  Start Date: _ _ _ End Date: _ _ _ Note : N

1_ of
  *F *Sb*Rptg*Project Sb Percent
Ln Pgm S*Fund*Actv*Org Org Cat Number *Loc Obj*Agcy-1*Agcy-2*Agcy-3 Dist
1
2
3
4
5
6
7
8
  Save With Errors (Y/N): _ Total Percent:
  Copy (Y/N): N Paste (Y/N): N Approval: N
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 ...
<p>4. Choose Add or the desired action and enter the following information:</p> <p><b>*Agency:</b> Enter the agency code xxxx.</p> <p><b>Budget Fiscal Year:</b> Enter the budget fiscal year for the default schedule being established YYYY.</p> <p><b>WIN #:</b> Enter the WIN number.</p> <p>Last Distributed: The system enters the date of the last distribution for this WIN. <b>NOTE:</b> Once a last distributed date has been posted, the only field on this screen that may be modified is the End Date.</p> <p><b>Start Date:</b> Enter the start date for the distribution in MM DD YYYY format.</p> <p><b>NOTE:</b> The start date must be the first day of the month in which the worker is hired.</p>	
<p>5. Press ENTER.</p>	

Your Action ...	System Response ...
<p>6. Enter the following information:</p> <p><b>End Date:</b> Enter the end date for the distribution in MM DD YYYY format. The end date may be any time within the current fiscal year or future-dated into successive fiscal years. If the end date is after 6/30 of the current budget fiscal year, the system will roll this table over to the next budget fiscal year. <b>NOTE:</b> If the distribution is related to a grant or a project, the end date should be equal to the grant expiration date or the last day payment or accounting adjustments can be made to the grant or project.</p> <p><b>NOTE:</b> Yes indicates that a note has been attached to this record; to view, press <b>F5</b>.</p> <p><b>Pgm:</b> Enter the two-digit SPB program number.</p> <p><b>*FS:</b> Enter <b>Federal</b>, <b>General</b> or <b>Other</b> to indicate the funding source.</p> <p><b>*Fund:</b> Enter the four-digit fund code.</p> <p><b>*Actv:</b> Enter the four-digit activity code if applicable.</p> <p><b>*Org:</b> Enter the four-digit organization code if applicable.</p> <p><b>*Sb Org:</b> Enter the two-digit sub-organization code if applicable.</p> <p><b>*Rptg Cat:</b> Enter the four-digit reporting category code if applicable.</p> <p><b>*Project Number:</b> Enter the eight-digit project number if applicable.</p> <p><b>*Loc:</b> Enter the location code if applicable.</p> <p><b>Sb Obj:</b> Enter the two digit sub-object code if applicable.</p> <p><b>*Agcy -1, Agcy -2, and Agcy -3:</b> Enter an agency-defined code in any or all fields if desired.</p> <p><b>Percent Dist:</b> Enter the percentage of the cost to be distributed based on the codes defined on this line.</p> <p><b>Save With Errors (Y/N):</b> The system defaults to <b>No</b>. Enter Yes to save the record with errors.</p>	

Your Action ...	System Response ...
<p>Continue entering the following information.</p> <p>Total Percent: The system sums this column. The total must equal 100%.</p> <p>Copy (Y/N): The system defaults to <b>No</b>. Enter <b>Yes</b> to copy all entries on this screen to another position.</p> <p>Paste (Y/N): The system defaults to <b>No</b>. Enter <b>Yes</b> to paste entries from a previous screen.</p> <p>Approval: Defaults to <b>No</b>. Enter <b>Yes</b> to request approval. The entry will change to Approved when the default distribution has been approved.</p>	
7. Press ENTER.	<p>The following message is displayed:</p> <p>Date Effective Account Distribution added successfully.</p>

**NOTE:** Any default accounting distribution that has not been approved by the user will not be used by SPAHRS. Maintain the WIN Account Distribution may also be completed under the Payment Menu (**PA GS MD CD**).

### Browse WIN Default Distributions

Your Action ...	System Response ...
1. Choose <b>MC</b> (Manage Contracts) from the Main Menu and press ENTER.	The Manage Contracts Menu will appear.
2. Choose <b>CW</b> (Contract WIN Menu) from the Manage Contracts Menu and press ENTER.	The Contract WIN Menu will appear.
3. Choose <b>CA</b> (Browse WIN Default Distribution) from the Contract WIN Menu and press ENTER.	The Browse WIN Default Distribution screen will appear.



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PHFNC10 PHVK STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/25/2019
PHPSDE2B PHPSDECM Browse WIN Default Dist 10:04 AM
Actions: (D,M)
Agency WIN Fiscal Effective Effective Appr Last Pay Update
Act Nbr Number Year Start Date End Date Req Posted Date Userid
-----
*** End of Data ***

*Agency: ____ WIN: _____ Fiscal Year: ____ Start Date: __ __ __
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>4. Enter any of the following selection criteria:</p> <p><b>*Agency:</b> The agency code, xxxx.  <b>WIN:</b> A WIN number for the start of the display; for example, if the WIN number is 100, enter that number instead of having to scroll through the entire list.  <b>Fiscal Year:</b> The year to be displayed.  <b>Start Date:</b> The effective start date to be displayed.</p>	
<p>5. Press ENTER.</p>	<p>The system will display the default account distributions by Agency Number, WIN Number, Fiscal Year, Effective Start Date, Effective End Dates, Approval Req. Last Paid Posted Date, and Update User ID.</p>

**NOTE:** You may also browse the WIN Account Distribution under the Payment Menu (**PA GS MD CA**).