



maint_pmissuppadminidistribution

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This tab provides a list of the accounts used to fund the supplement positions.


The screenshot shows the 'Maintenance > PMIS Supplement Admin' interface. At the top, there is a 'Save' button. Below it, search fields for 'Position Number' (containing '55M19') and 'Position Description' (containing 'Stipend ESL') are visible, along with a 'Retrieve' button. The main area contains a table with columns: Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. There are four rows of 'Stipend ESL' records with Billet numbers 00009, 00010, 00011, and 00012. Below the table are navigation buttons: 'First', '<', '1 / 1', '>', and 'Last'. Underneath, there are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'DISTRIBUTION' tab is active, showing 'Extra Duty Code: 19 - SPLMT ESL' and 'Account Type: S - Supplemental pay'. It also displays 'Budgeted Salary: 1,000.00' and 'Actual Salary: 0.00'. A second table below shows distribution details with columns: Delete, Activity Code, Account Code, Grant Code, Workers' Comp, Expense 373, Percent, and Amount. One row is shown with '79 - Other Supplemental' as the Activity Code and '199-11-6118.00-041-825000' as the Account Code. The 'Expense 373' checkbox is unchecked, 'Percent' is '100.000', and 'Amount' is '0.00'. A 'Totals' row shows '100.000' for Percent and '0.00' for Amount. An 'Add' button is at the bottom right.

Add or modify a record:

Field	Description
Position Number	<p>Begin typing a position number, a drop-down list of corresponding data is displayed. Select a position number from the list. The field can be a maximum of 13 characters. Leading zeros are not required. However, if alphanumeric values are entered, the field is not zero-filled.</p> <p>If the position number is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p>

Field	Description
Position Description	<p>Begin typing a position description, a drop-down list of corresponding data is displayed. Select a position description from the list.</p> <p>If the position description is not known, click . The Positions pop-up window opens with a list of all positions.</p> <p>To search for specific positions, type data in one or more of the search fields. Click Search. A list of data that matches the search criteria is displayed.</p> <p>Select a position number from the list. Otherwise, click Cancel.</p> <p>The position Description field in the top grid is only enabled for editing if the Allow CYR Position Description Changes (Admin only) field is selected on the District Administration > Options > PMIS District Options page.</p>


Click **Retrieve**. The associated billet information is displayed.

Click  to display the position detail information for the selected position.

The following fields are display only:

- **Extra Duty Code**
- **Account Type**
- **Budgeted Salary**
- **Actual Salary**

Click **+Add** to add a row.

Activity Code	Click  to select an activity code.
Account Code	Type the account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Grant Code	This field is display only.
Workers' Comp	This field is display only.
Expense 373	Select to include the distribution amount in the above state base (ASB) distribution for TRS. If the field is not selected, the amount is not used for distribution of the ASB amount on the TRS 373 Report.
Percent	Type the distribution percentage.
Amount	This field is display only.

Click **Save**.