



maint_pmissuppadmindistribution

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

The screenshot shows the PMIS Supplement Admin interface. At the top, there is a navigation bar with a home icon, the text 'Maintenance > PMIS Supplement Admin', and a dropdown menu 'Position M'. Below the navigation bar, there is a 'Save' button. In the center, there is a search bar with 'Position Number: SSM19' and 'Position Description: Stipend ESL', followed by a 'Retrieve' button. Below the search bar is a table with the following columns: Delete, Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains four rows, each with a 'Delete' icon and a 'P' icon in the 'Details' column. The 'Description' column for all rows contains 'Stipend ESL'. The 'Status' column shows 'V' for all rows, and the 'Freq' column shows '5' for all rows. The 'Emp Nbr' column is empty. The 'First Name', 'Middle Name', and 'Last Name' columns are also empty. The 'Gen' column is empty. Below the table is a navigation bar with 'First', 'Previous', '1', 'Next', 'Last', and a dropdown menu. At the bottom of the interface, there are tabs for 'POSITION RECORD', 'DISTRIBUTION' (which is selected), 'DATE', and 'BUDGET'. Under the 'DISTRIBUTION' tab, there is a section for 'Extra Duty Code: 19 - SPLMT ESL' and 'Account Type: S - Supplemental pay'. Below this, there are fields for 'Budgeted Salary: 1,000.00' and 'Actual Salary: 0.00'. At the bottom of the distribution table, there is a 'Delete' icon, an 'Activity Code' dropdown set to '79 - Other Supplemental', an 'Account Code' input field containing '199-11-6118.00-041-825000', a 'Grant Code' dropdown, a 'Workers' Comp' dropdown, a 'Expense 373' checkbox, a 'Percent' input field with '100.000', and an 'Amount' input field with '0.00'. Below these fields are 'Totals: 100.000' and '0.00'. At the bottom right of the distribution table is a '+ Add' button.

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**.