



maint_pmissuppmmodifydistribution

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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 Modify' interface. At the top, there is a 'Save' button and search fields for 'Position Number' (containing 'SSE19') and 'Position Description' (containing 'ESL'), with a 'Retrieve' button. Below this is a table of supplement positions with columns: Details, Billet, Sch YR, Description, Status, Freq, Emp Nbr, First Name, Middle Name, Last Name, and Gen. The table contains six rows of data for 'ESL' positions with various billet numbers (00001-00006) and status 'V'. Below the table are navigation buttons: 'First', '<', '1 / 1', '>', and 'Last'. Underneath are tabs for 'POSITION RECORD', 'DISTRIBUTION', 'DATE', and 'BUDGET'. The 'DISTRIBUTION' tab is active, showing 'Extra Duty Code: 19 - SPLMT ESL', 'Account Type: S - Supplemental pay', 'Budgeted Salary: 500.00', and 'Actual Salary: 0.00'. At the bottom is a table for distribution with columns: Delete, Activity Code, Account Code, Grant Code, Workers' Comp, Expense 373, Percent, and Amount. It shows one entry for '79 - Other Supplemental' with account code '199-11-611B.00-101-825000' and a total of 100.00% and 1,000.00. An 'Add' button is at the bottom right.

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	Displays the grant code.
Workers' Comp	Displays workers' comp code.
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**.



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