
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6108	SPAHRs Approval Process – Re-Route Approval Review Points	Revision Date: 09/20/2010 Version: 3

**SPAHRS Approval Process
Re-Route Approval Review Points
Table of Contents**

Objective3
Outcome3
General3

RE-ROUTE APPROVAL REVIEW POINTS

Objective

Develop an understanding of how approval review points can be re-routed.

Outcome

Ability of a control agency to re-route review points is achieved.

General

This screen is designed for a control agency to change the individuals in review points for transactions that have already been submitted for review and approval. For example, when transactions are sent for review and approval, they sit in a queue until the reviewer pulls them up. If a reviewer is unexpectedly out of the office, a large number of transactions can back up in the queue; when this occurs, the control agency can use this screen to change the primary approver for all transactions currently sitting in the queue, and/or replace a specific approver in all review points with a new approver. **Review points must be re-routed PRIOR to approvers being removed from their current PINS.**

Your Action ...	System Response ...
1. Choose SA (System Administration) Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu screen will appear.
3. Choose RV (Re-Route Approval Review Points) from the Approval Menu and press ETNER.	The Re-Route Approval Review Points screen will appear.

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PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/14/2006
PHIOAP3P PHIOAPDM Re-Route Approval Review Points 09:24 AM

      OLD      : *Agency  ___
      APPROVER : *PIN     ___
                *User Id  _____

      NEW      : *Agency  ___
      APPROVER : *PIN     ___
                User Id   _____

      UPDATE: Outstanding Approval records (Y/N) _
                Review Points (Y/N) _

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

Your Action ...	System Response ...
<p>4. Enter the following information:</p> <p>Old Approver: Agency/PIN/User ID: The agency and PIN of the old approver to be changed. The userid will be populated by the system.</p> <p>New Approver: Agency/PIN/User ID: The agency and PIN of the new approver. The userid will be populated by the system.</p> <p>UPDATE: Outstanding Approval Records (Y/N): Enter Yes or No to replace the old approver with the new approver in all outstanding approval records.</p> <p>Review Points (Y/N): Enter Yes or No to replace the old approver with the new approver in all review points in which the old approver is currently set up. This will send all future transactions to the new approver.</p>	
5. Press ENTER.	
6. Press ENTER again to continue.	A batch job submission screen will appear.
7. Press ENTER.	<p>The system will display the following message:</p> <p>PH7041xx has been submitted successfully.</p>