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# Mississippi Management and Reporting System

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**Department of Finance and Administration**

<b>MMRS MASH/Training Materials</b>		
6107	SPAHRs Approval Process – Approval Security Override	Revision Date: 06/21/2016
		Version: 4

**SPAHRS Approval Process  
Approval Security Override  
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## APPROVAL SECURITY OVERRIDE

### Objective

Develop understanding of how approval records can be changed.

### Outcome

Ability to request changes to override security to apply changes to approval record is gained.

### General

The Approval Security Override screen is the same screen as Approval (**SA AM AP**), although the access is by a separate menu item (**SA AM AO**). Only a control agency can modify an approval record. Agencies can request corrections to an existing approval record by calling or emailing the MMRS Call Center.

To modify the approval record, the control agency must override the established security (owner) for that record; the override is done using this screen. This override applies only to a transaction; it has a date stamp on it which creates an audit trail for changes to the transaction approval.

The control agency can add a new override or modify an existing one.

Your Action ...	System Response ...
1. Choose <b>SA</b> (Systems Administration) from the Main Menu and press ENTER.	The Systems Administration Menu will appear.

Code	Description	FastPath
SM	Security	SCRTY
GT	Generic Tables	GTMMRS
GS	Generic Tables - SPB Owned	GTSPB
DM	Display Messages	CPRR
AM	Approval Menu	
JT	Batch Job Tracking	BJOBT
EM	Error Menu	ERR
PM	Printer Menu	PRNT
DU	Display Messages By User ID	DMUI

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>AM</b> (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIMAINU PHIMAINM Approval Menu 12:06 PM

Code Description FastPath
AR Approval Review Points by Agency
TP Transaction Profile W/ Review Points
AP Approval APPR
BA Browse Approval BAPPR
AA Browse Approval by SPB Analyst
AC Browse Approval by SPB Received Date
CR Copy/Purge Review Points CREVP
RA Browse Approval Review Points by Agency RPRA
RR Browse Approval Review Points by Review Point RPRR
AO Approval Security override APPO
RV Re-Route Approval Review Points RARP
DA Delete Approval Records with no Transaction DAPPV

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>AO</b> (Approval Security Override) from the Approval Menu and press ENTER.	The Approval Security Override screen will appear.

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP2D PHIOAP0M Approval security override 12:11 PM
2 more >

Action: = (A,B,C,D,M,N,P)
*Agency : _____
*Function Trans. : _____
Date Time Stamp : _____
Owner - *Agency: _____
*PIN: _____
User ID: _____

Notify - originator(Y/N): _
*Agency: _____
*Pin: _____
User ID: _____

Key : _____ Note reqd: _
Status : - Processed after completion: _
Start Date : _____ Date Resolution : _____ Program: _____
Originator : _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
<p>4. To view a specific transaction, choose Display and enter the following information:</p> <p><b>Agency:</b> The agency code.  <b>Function Transaction:</b> The transaction identifier code and Press ENTER.</p> <p style="text-align: center;">OR</p> <p>Enter <b>B</b>rowse and the Agency code and press ENTER.</p>	<p>A list of transactions is given sorted by the Transaction Code.</p>

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM					06/21/2016
PHIOAP0B PHIOAP6M					12:12 PM
AGENCY NBR	Transaction Code	Date Created	NOTIFY PIN	NOTIFY UID	APPROVAL IND
-----					
0373	ADJEC	01/29/1999			A
0373	ADJEC	01/29/1999			A
0373	ADJEC	02/01/1999			A
0373	ADJEC	02/01/1999			A
0373	ADJEC	02/02/1999			A
0373	ADJEC	02/16/1999			A
0373	ADJEC	02/16/1999			A
0373	ADJEC	02/16/1999			A
0373	ADJEC	02/16/1999			A
0373	ADJEC	02/16/1999			A
0373	ADJEC	02/16/1999			A
Approval Agency: <u>0373</u> Trans.: _____ 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>5. Place cursor on the desired record and press ENTER.</p>	<p>The system defaults the information set up for the functional transactions on the Approval Security Override screen.</p>

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PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP2D PHIOAP0M Approval Security Override 12:13 PM
2 more >

Action: _ (A,B,C,D,M,N,P)
*Agency : 0373 MH-ELLISVILLE STATE SCHOOL
*Function Trans. : ADJEC PAYROLL EARNINGS ADJUSTMENT
Date Time Stamp : 01/29/1999 03:14:50 PM
Owner - *Agency: 0373 MH-ELLISVILLE STATE SCHOOL
*PIN: 311 BUREAU DIRECTOR I
User ID:

Notify - Originator(Y/N): Y Yes
*Agency: _____
*Pin: _____
User ID:

Key : 037300000036917880009868Er±_____ Note reqd: Y Yes
Status : A Approved Processed after Completion: Y
Start Date : 01/29/1999 Date Resolution : 01/29/1999 Program: PHPAEC1D
Originator : ELPH026_ Connie Williams
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
<p>6. Enter the following fields that need to be changed:</p> <p>Date Time Stamp: The system defaults the date and time the transaction was created.</p> <p><b>Owner Agency/PIN/User ID:</b> The agency number, PIN, and user ID of the owner of the business process (functional transaction).</p> <p><b>Notify Originator (Y/N):</b> Yes if the originator is to be notified of the approver or <b>No</b> if not.</p> <p>Agency/PIN/User ID: The agency code, PIN, and User ID of the originator.</p> <p><b>Key:</b> The system identifier number for the transaction.</p> <p><b>Note reqd:</b> A "Y" indicates that the originator of the approval record must add a note at the time the record is created</p> <p><b>Status:</b> The status of transaction; <b>A</b> is approved, <b>N</b> is returned with no action, or <b>D</b> is disapproved.</p> <p><b>Processed after Completion:</b> Indicates if processing has taken place after the approval process has been completed.</p> <p>Start Date: The date the transaction was first sent for approval.</p>	

Your Action ...	System Response ...
<p>Continue entering the following fields that need to be changed.</p> <p>Date Resolution: The date the final approval was applied.</p> <p><b>Program:</b> The program that is executed behind the scenes to approve or disapprove.</p> <p><b>Originator:</b> The originator’s user ID and name.</p>	
<p>7. Press F11 to scroll to the next screen.</p>	<p>The second screen will appear.</p>

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP2D PHIOAP1M Approval Security Override 12:16 PM
< 1 more 1 more >
Action: = (A,B,C,D,M,N,P)

*Agency : 0373 MH-ELLISVILLE STATE SCHOOL
*Function Trans.: ADJEC PAYROLL EARNINGS ADJUSTMENT
Date Time Stamp: 01/29/1999 03:14:50 PM

Originator's: RECORD BEEN APPROVED BY SYSTEM_____
Note NO APPROVERS FOUND_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
<p>8. Enter the following information that needs to be changed or added:</p> <p><b>Originator’s Note:</b> The note placed on the approval record by the originator.</p>	
<p>9. Press F11 to scroll to the next screen.</p>	<p>The third screen will appear.</p>

```

PHFNC10 PHV1 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP2D PHIOAP2M Approval Security override 12:16 PM
< 2 more
Action: _ (A,B,C,D,M,N,P)
*Agency : 0373 MH-ELLISVILLE STATE SCHOOL
*Function Trans.: ADJEC PAYROLL EARNINGS ADJUSTMENT
Date Time Stamp: 01/29/1999 03:14:50 PM

1__ Level: ___ Type: _ Approval reqd: _
Action upon disapp: _ Note reqd: _
Status: _
PRIMARY: *Agency: _____
*Pin: _____
_ User ID: _____

ALTERNATE: *Agency: _____
*Pin: _____
* User ID: _____

Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12----
Help Main End Note Bkwd Fwd Disp Left Right Quit
    
```

Your Action ...	System Response ...
<p>10. Enter the following information to be changed:</p> <p><b>Level:</b> The level of the review point applying approval.</p> <p><b>Type:</b> The type is <b>P</b> for Pool of approvers indicating only one must apply approval before moving to next review point; or <b>A</b> for all approvers to apply approval before moving to next review point.</p> <p><b>Appr Required:</b> <b>Y</b> to require approval/disapproval decision before transaction can be released; <b>N</b> to allow viewing to release to next level.</p> <p><b>Action upon Disapp:</b> <b>C</b> indicates the transaction is to continue to next level when approved or <b>S</b> to stop it from moving on to next level.</p> <p><b>Note Required:</b> <b>Y(es)</b> indicates note is to be included with approval record; this note is not tied to the transaction so it will not be seen again unless the actual approval record is accessed.</p> <p><b>Status:</b> The status of the approval process.</p> <p><b>Primary/Alternate Agency/PIN/UserID:</b> The agency number, PIN, and User ID of the primary and backup owners.</p>	