Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6102	SPAHRS Approval Process – Overview of Approval Transaction Profile of Review Points	Date Revised: 08/11/2016
		Version: 4

**SPAHRS Approval Process
Approval Transaction Profile of Review Points
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Objective

Develop understanding of transaction profile review points, as well as setting up the approval route and approval options for a specific business functions.

Outcome

Properly complete the transaction profile form and set up an approval route for a business function.

Overview of the Transaction Profile with Review Points

The Transaction Profile Review Points form is used by agencies to set up their "intra-agency" approval route for SPAHRS transactions. This form is used to establish the levels of approval within an agency that a transaction must pass through; some transactions must be forwarded to one or more State regulatory agencies for final approval(s); other transactions are system approved when the approval flag is changed to a "**Y**".

There are several assumptions that are incorporated into this form:

- The numbers of review levels, review point names, and associated actions have been predetermined for each business process by a task force.

- If a level number is repeated, it means all review points at that level are in a "pool." Approval requests are sent to all people attached to those review points for that transaction; any approver in the pool can act on the request (on a first come, first served basis) and release the transaction to the next level.

- If a "pool" level is chosen as an approving point, at least two of the review points in that pool must be assigned.

- One approver may approve for more than one sub-agency under a master agency. The agency(s) need to be listed to the right of the approver's name regardless of the number of agencies and sub-agencies.

The review points are listed on the form individually by type of business process. The review point "code," located in the first column of the form, consists of the following characters:

- The first character is alphabetical and indicates the business process; for example, the C in CAY11 means Contract; the A in AAY11 means Agency.

- The next two characters indicate if the process is for a user agency or a control agency. Processes for user agencies always include AY; for example, the AY in CAY11 means user agency. AG means Attorney General's Office and BFC means Bureau of Financial Control.

- The last two digits are system identifiers for the level of approval for that process.

Previously there was a Transaction Profile Review Points form and instruction sheet to assist agencies in requesting a new review point. The form is no longer used. However, sometimes there is a need for a new Transaction Profile Review Point, and the information that was required on the form is still needed. The form required the following information:

- Agency Name and Number - the number is the four-digit SPAHRS number
- Date Required - effective date of the Profile
- Requested By - signed by the authorized Agency Contact Person
- Date Requested - the date the form is completed
- Approved By and Date Approved - completed by MMRS
- Review Point Owner - designate a primary and alternate person to be responsible for maintaining the approval records for an agency
    -- Home agency number
    -- PINs for the primary and alternate persons
    -- Names of the primary and alternate persons

The agency determines each review point (or level of approval) to be used. For each review point selected, the following is entered for the primary and alternate persons:

- The "home" sub-agency number where the approver works
- The PIN number and name of user (for reference purposes)
- The agency(ies) that will be approved; normally this will be the same as the "home agency" but may be different, or there may be more than one.

When completing the form, there are several facts to remember:

- It is not necessary to fill out all levels and/or the entries on any given level. For any level that has no entries, the approval system will "drop through" to check the next level. If no entries are requested, it means the agency has determined that no internal agency approval is required; and the transaction will be system approved or forwarded to a regulatory agency for approval.
- Many review points are repeated on multiple profiles because the people and routing are the same for those types of business processes. In order to save time and effort in filling out the forms, mark "OK" under "primary/alternate approvers" if the same people have already been assigned to that review point on a different profile.
- Do not assign two different sets of approvers to the same review point, even though it is on two different profiles.
- If an agency does not intend to use a given review point, mark it "N/A' under "primary/alternate approvers."

Setting up the Approval Route – MMRS only

Several steps must occur prior to setting up the approval route and options for a business function. First, MMRS must set up the review points as "master review points" in the generic table RVPT. Next, the agency must choose which review points are to be used in the internal agency approval process. Finally, the agency must select a primary and alternate owner of the SPAHRS approval process. Refer to MMRS Training document #6103 SPAHRS Approval Process – Approval Review Points by Agency.

This screen is used by MMRS to set up the agency review and approval data for each business process in SPAHRS. However, agencies do have Read Only authority.

Your Action ...	System Response ...
1. Choose **SA** (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.

```
PHFNC10  PHV9        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/06/2016
PHIMAINU PHIMAINM              System Administration Menu              09:25 AM

          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 **AM** (Approval Menu) from the System Administration Menu Press ENTER.	The Approval Menu will appear.

```
PHFNC10  PHV9        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/06/2016
PHIMAINU PHIMAINM                     Approval Menu                     09:26 AM

            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 **TP** (Transaction Profile W/ Review Points) from the Approval Menu and press ENTER.	Transaction Profile W/ Review Points screen will appear.

```
PHFNC10  PHV3        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/05/2016
PHIOTPOD PHIOTPOM        Transaction Profile W/ Review Points          02:32 PM

  Action: _ (B,D,N)
   Profile    : _____
   Description : _____
   Originator Note Required (Y/N): _   Ownership -: *Agency: ____
   Notify :-    Originator (Y/N): _             *PIN: _____
              *Review Point: _____        *Review Point: _____
       Pgm to be Called: _____      Displaying program: _____

1__        *Review  Appr  Appr/ Cont/ Note   Appr Type   A = All Approvers
 Seq Lvl   Point    Type  Review Stop  Reqd               P = Pool of people
 ___ ___   _____    _     _     _     _      Approver/    Y = Approver
 ___ ___   _____    _     _     _     _       Reviewer    N = Reviewer Only
 ___ ___   _____    _     _     _     _      Continue/    C = Continue
 ___ ___   _____    _     _     _     _       Stop        S = Stop
 ___ ___   _____    _     _     _     _      Note Reqd    N = No Note Reqd.
 ___ ___   _____    _     _     _     _       if one is   Y = Yes Note Reqd.
                                             Approver     D = Only if Disapprvd
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 ...
4. Choose **A**dd and enter the following information: **Profile:** Enter the abbreviation for the profile as set up in generic table RVPT (*i.e.,* ADJDD for Payroll Deductions Adjustment).	
5. Press ENTER.	

6. Enter the following information for the profile header:
 	
  Description: The title of the Transaction Profile.
  Originator Note Required: (Y)es or (N)o if an originator note is required when approval is first requested. Notes are optional for (N)o.
  Ownership: *Agency/PIN: The agency number and PIN for individual authorized to switch approval records for this profile from the primary to alternate approver or change the approval record itself.
  Notify Originator: (Y)es or (N)o to notify the originator when final approval/disapproval occurs.
  ***Review Point:** The review point representing other(s) attached to it that are to be notified of final disposition.
  ***Review Point:** The ownership review point representing other(s) attached to it that can switch approval records for this profile from the primary to alternate approver, or change the approval record itself.
  Pgm to be Called: The program that is executed behind the scenes when final approval/disapproval occurs.
  Displaying program: The program that is executed if the approver(s) requests to view the transaction before approving it.
  Seq: This field is system generated.
  Lvl: Enter the level of approval.
  ***Review Point**: Enter the review points to be used in the internal agency and/or SPB, DFA approval process.	

Your Action ...	System Response ...
Continue entering the following information: **Appr Type:** Either (**P**)ool to designate that only one of multiple review points at a given level is sufficient to release the transaction on to the next level, or (**A**)ll to require the approval of all review points at that level before it is released to the next level. **Appr/Review:** Either (**Y**)es to require that an approve/disapprove decision be made and entered before the transaction can be released to the next level, or (**N**) to allow just the viewing of the transaction to release it to the next level. **Cont**/**Stop:** Either (**C**)ontinue to allow the transaction to continue to the next level when disapproved, or (**S**) to stop the transaction from going any further upon disapproval. **Note reqd:** Either (**Y**)es to require a note when any action is taken, or (**N**)o to designate notes are optional, or (**D**)isapprove only to require a note only when the transaction is disapproved.	
7. Press ENTER.	The system will display then following message: Transaction Profile XXXXX added successfully.