Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6103 SPAHRS Approval Process – Approval Review Points by Agency Data Entry	Revision Date: 06/02/2016
	Version: 4

SPAHRS Approval Process
Approval Review Points by Agency
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Objective

Set up an approver and an alternate for a specific pre-defined review point for a given agency.

Outcome

Pre-defined approval chains (or profiles) are filled in review point by review point, agency by agency.

General

The user agencies must be set up in the SPAHRS Agency file. The review points requested by the agency must be set up in the generic table RVPT. The primary and alternate approvers must have valid SPAHRS logon user IDs and be hired into valid PINs.

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

```
PHFNC10  PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      01/25/2016
PHIMAINU PHIMAINM             System Administration Menu                12:16 PM

         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 and press ENTER.	The Approval Menu will appear.

```
PHFNC10  PHV7      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/25/2016
PHIMAINU PHIMAINM                 Approval Menu                      12:18 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 **AR** (Approval review Points by Agency) from the Approval Menu and press ENTER.	The Approval Review Points by Agency screen will appear.

```
PHFNC10  PHV7      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/25/2016
PHIOAROD PHIOAROM         Approval Review Points by Agency          12:19 PM

  Action: _ (A,B,C,D,M,N,P)

 *Agency      : ____
 *Review Point: _____


     Primary : *Agency   ____
     Reviewer : *PIN      _____


     Alternate: *Agency   ____
     Reviewer : *PIN      _____


     Comment  : _____


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

Your Action ...	System Response ...

4. Choose **A**dd and enter the following information:
 	
   ***Agency:** The agency number of the transactions to be approved.
   ***Review Point**: The review points that the agency desires to have approval authority.	

5. Press ENTER.	

6. Entering the following information:
 	
   Primary Reviewer: *Agency/PIN: The agency number and PIN for the main approver.
   Alternate Reviewer: *Agency/PIN: The agency and PIN for the backup approver. (The alternate is mandatory and cannot be the same as the primary.)
   Comment: Any desired comments.	

7. Press ENTER.	The system will display the following message: Review Point XXXX-XXXXXX added successfully.