Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6104 SPAHRS Approval Process – Copy Review Points	Date Revised: 06/02/2016
	Version: 5

SPAHRS Approval Process
Copy Review Points
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COPY/PURGE REVIEW POINTS

Objective

Copy or purge the primary and alternate approvers for one agency review point to many or all other agency review point combinations.

Outcome

One set of approvers assigned to many or all agencies.

General

The Copy/Purge Review Points screen was created for the control agencies to set up review points for user agencies by mass copying/purging the review points.

A primary record and an alternate record must first be set up for one agency/review point combination using the Approval Review Points by Agency transaction. Subsequently, this information is entered on the screen below to be copied to or purged from other agencies as needed.

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

```
PHFNC10   PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/25/2016
PHIMAINU PHIMAINM            System Administration Menu                09:26 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 and press ENTER.	The Approval menu will appear.

```
PHFNC10   PHV7        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     01/25/2016
PHIMAINU PHIMAINM                    Approval Menu                      09:27 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 **CR** (Copy/Purge Review Points) from the Approval Menu and press ENTER.	The Copy/Purge Review Points screen will appear.

```
PHFNC10   PHV7     **STATEWIDE PAYROLL AND HUMAN RESOURCES SYSTEM**  01/25/2016
PHIOAR1D PHIOAM1M            - Copy/Purge Review Points -             09:28 AM

 Action: _ (K,P)

 Copy/Purge the following:

 *Agency : ____    *Review Point: _____

 To:

  Agency : ____    thru   Agency: ____

                   or

 *Master Agency: _____



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

Your Action ...	System Response ...

4. Enter **K** to copy or **P** to Purge and enter the following information:
 	
  ***Agency**: The agency number to be copied.
  ***Review Point:** The review point to be copied or purged.
  To Agency: The agency number from which to begin copying, or purging.
  To Agency: The beginning agency number to copy to or purge from.
  Thru Agency: The ending number to copy or purge through. If a range of agencies is chosen, the selected review point will be copied to or purged from all agencies in the range, inclusive of the beginning and ending agencies.
            OR
  ***Master Agency:** Review points will be copied to or purged from all sub-agencies within the Master Agency.	

5. Press ENTER.	The system will display the following message displayed: No. of Records Updated XX No. of Records Created XX.