

Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6105	SPAHRs Approval Process – Approval Notification Process	Revision Date: 06/21/2016
		Version: 4

**SPAHRS Approval Process
Approval Notification Process
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APPROVAL NOTIFICATION PROCESS

Objective

Understand approval notification process of SPAHRS.

Outcome

Ability to recognize outstanding approvals and apply approvals to transactions will be gained.

General

There is a multi-level approval process within SPAHRS. Approvals can be applied by the user and/or supervisory officials at an agency, if required. Control agencies such as the State Personnel Board and the Department of Finance and Administration generally have the final level of approval after agency approvals have been applied.

Within an agency the approval process can also be multi-level. For example, the payroll approval process may include the payroll accountant's applying the first level of approval, a supervisor's having a second level of approval, and the Administrative Division Director's having a final agency approval level.

The system has an automatic notification process for approvals. If multiple approvals are required, the system notifies the next approving level that a transaction is ready for his or her approval. Notification when the approval or disapproval has been given can be transmitted back to the originating person or agency. There are also some browse options that display records with pending approvals.

Transactions requiring approvals are recorded as pending until approved. If the transaction is disapproved, it is noted as pending but flagged as disapproved. A disapproved action should be withdrawn (unapproved) by the originator and re-submitted for approval with necessary changes, or withdrawn (unapproved) by the originator and purged from the system. Certain processes of the system also record approvals by a status code. However, this generally occurs only for human resource transactions.

Notification of Approval

There are two standard ways to receive notification that a pending record is in the user's queue. The first method of notification occurs upon logging into SPAHRS. A Display Notification screen automatically appears, after the SPAHRS Welcome Screen, if there are any new items awaiting approval. This notification continues each time the user logs on to the system until the items have been selected.

The other method of notification is a Display Messages screen located under the Systems Administration Menu option. At the command line, the user types SA DM and presses ENTER to access the messages screen.

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

PHFNC10 PHV1	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/21/2016
PHIMAINU PHIMAINM	System Administration Menu	01:21 PM
Code	Description	FastPath
SM	Security	SCRTY
GT	Generic Tables	GTMMS
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 DM (Display Messages) from the System Administration Menu and press ENTER.	The Display Notifications screen will appear.

PHFNC10 PHV3	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/21/2016
PHIMAINU PHIMAINM	System Administration Menu	01:28 PM
-----Display Notifications-----		
Act Notification Cd	Sent From/ Description	Notification Action/ Notification Type
-----	-----	-----
= Agency# - 0843	Agency	For your info only
	ATHLETIC COMMISSION	Agcy Addr info chang
- Agency# - 0843	Agency	For your info only
	ATHLETIC COMMISSION	Agcy Addr info chang
- Agency# - 0941	Agency	For your info only
	TRANSPORTATION	Agcy Addr info chang
- 0374-POSIT	AGCY 0374 - PIN 4277	Proposal Approved
02/15/08	MAINTAIN POSITION PROFIL	Change to existing A
- 0374-POSIT	AGCY 0374 - PIN 4277	Proposal Approved
02/15/08	MAINTAIN POSITION PROFIL	Change to existing A
Type: _ PIN\WIN	Cont: _____	Originator: _____
		Submitted: _____
Enter-PF1---	PF2---	PF3---
PF4---	PF5---	PF6---
PF7---	PF8---	PF9---
PF10--	PF11--	PF12---
Help	Main	End
	Bkwd	Fwd
Table Detail	NTYP-1	displayed successfully
		Qui

Your Action ...	System Response ...
3. Select the desired approval notification to review by entering S and press ENTER.	The Approval System, Process Record will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP3N PHIOAP7M Approval System, Process record 01:29 PM
                                     1 more >

      **** A P P R O V E D ****

Agency           : 0374           MH-MS STATE HOSPITAL
Function Trans. Code : POSIT       MAINTAIN POSITION PROFILE

Status           : A               Approved
Original Appr Date : 02/15/2008    Date Resolution : 02/15/2008
Originator       : PHFNC10        KATIE WOMACK
RECORD BEEN APPROVED BY SYSTEM
NO APPROVERS FOUND

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help Main End                               Disp Left Right Quit
    
```

Your Action ...	System Response ...
4. To access the second panel press F11.	The second panel of this screen will appear.

```

PHFNC10 PHV3 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/21/2016
PHIOAP3N PHIOAP4M Approval System, Approvers List 01:31 PM

      Agency : 0374           MH-MS STATE HOSPITAL
Func Trans. Code : POSIT       MAINTAIN POSITION PROFILE
Date requested : 02/15/2008    W KATIE
1 of
Act Nt Lvl Seq Agcy PIN      User-ID          Status Appr Approver Cont
-----
-----

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 ...
5. Review the Approval System, Process Record; take the appropriate action in the Status field (A to Approve, D to Disapprove or N for Return with No Action) and press ENTER.	If the record is system approved, the following message will be displayed: Approval-message xxx-xxxx-xxxx displayed successfully.