
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6106	SPAHRs Approval Process – Approval Record	Revision Date: 08/11/2016
		Version: 4

**SPAHRS Approval Process
Approval Record
Table of Contents**

Objective..... 3

Outcome 3

General..... 3

APPROVAL RECORD

Objective

Understanding of how the approval record is stored and accessed.

Outcome

Ability to access approval records is achieved.

General

This screen is the actual approval record created from approvals applied to transactions. This screen is “Read Only” by user agencies. When the desired transaction code has been entered, the user can press F9 to see the actual transaction. The user can press F11 to read the approval notes that were entered (not tied to the transaction screen) and press F11 again to display the approvers. The user can then scroll through all levels of review points by pressing the F8 key.

This record is not tied to the transaction but is the actual approval record. If notes are added to a request when it is submitted for approval, the next person in the approval chain can read the note. The notes will be captured along with the approval record when approval is completed.

Only a control agency can modify an approval record.

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

PHFNC10	PHV8	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/26/2016
PHIMAINU	PHIMAINM	System Administration Menu	09:51 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 PHV8 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/26/2016
PHIMAINU PHIMAINM Approval Menu 09:52 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 AP (Approval) from the Approval Menu and press ENTER.	The Approval screen will appear.

```

PHFNC10 PHVF STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/13/2018
PHIOAP00 PHIOAP0M Approval 01:54 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>*Agency: The agency number. *Function Transaction: The transaction identifier code.</p> <p>OR</p> <p>Enter Browse and the agency number and press ENTER.</p>	<p>If browse is selected, a list of transactions will be displayed and is sorted by the Transaction Code.</p>

PHFNC10 PHV8	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	01/26/2016			
PHIOAP0B PHIOAP6M		09:54 AM			
AGENCY NBR	Transaction Code	Date Created	NOTIFY PIN	NOTIFY UID	APPROVAL IND
0160	AGYFY	06/19/2015			A
0160	AGYFY	07/06/2015			A
0160	AGYFY	08/24/2015			A
0160	AGYPB	05/28/1998			A
0160	AGYPB	07/08/1998			A
0160	AGYPB	02/01/1999			A
0160	AGYPB	06/28/1999			A
0160	AGYPB	08/09/1999			A
0160	AGYPB	10/13/2000			A
0160	AGYPB	05/31/2001			A
0160	AGYPB	06/01/2001			A

Approval Agency: 0160 Trans.: AGYFY Date: 06 01 2015
 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 ...
5. Place cursor on the desired record and press ENTER.	The system defaults the information about the Approval transaction.

PHFNC10 PHVF	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	08/13/2018
PHIOAP0D PHIOAP0M	Approval	02:17 PM
		2 more >
Action: _ (A,B,C,D,M,N,P)		
*Agency	: 0160 PERSONNEL BOARD - STATE	
*Function Trans.	: ADJEC PAYROLL EARNINGS ADJUSTMENT	
Date Time Stamp	: 09/18/1998 02:30:26 PM	
Owner -	*Agency: 0160 PERSONNEL BOARD - STATE	
	*PIN: 40 STATE PERSONNEL DIRECTOR, DEPUTY	
	User ID:	
Notify - Originator(Y/N):	N No	
	*Agency: 0160 PERSONNEL BOARD - STATE	
	*PIN: 40 STATE PERSONNEL DIRECTOR, DEPUTY	
	User ID:	
Key	: 016000000031422080019168Er? _____ Note Reqd: Y Yes	
Status	: A Approved Processed After Completion: Y	
Start Date	: 09/18/1998 Date Resolution : 09/18/1998 Program: PHPAEC1D	
Originator	: CLPH050_	
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. The following fields are defaulted by the system:</p> <p>Date Time Stamp: The date the transaction was created.</p> <p>Owner *Agency/*PIN/User ID: The agency number, PIN, and user ID of the owner of the business process (functional transaction).</p> <p>Notify Originator (Y/N): Yes if the originator is to be notified of the approval or No if not.</p> <p>*Agency/*PIN/User ID: The agency number, PIN, and User ID of the originator.</p> <p>Key: The system identifier number for the transaction.</p> <p>Note Reqd: A "Y" indicates that the originator of the approval record must add a note at the time the record is created.</p> <p>Status: The status of transaction; A is approved, N is returned with no action, or D is disapproved.</p> <p>Processed after Completion: Indicates if processing (updating) has taken place after the approval process has been completed.</p> <p>Start Date: The date the transaction was first sent for approval.</p> <p>Date Resolution: The date the final approval was applied.</p> <p>Program: The program that is executed behind the scenes to approve or disapprove.</p> <p>Originator: The originator's user ID and name.</p>	
7. Press F11 to scroll to the next screen.	The second screen will appear.

```

PHFNC10 PHVB STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 01/26/2016
PHIOAP0D PHIOAP1M Approval 10:25 AM
< 1 more 1 more >
Action: = (A,B,C,D,M,N,P)

*Agency : 0601 INFORMATION TECH SERVICES
*Function Trans.: AGYFY AGENCY FISCAL YEAR PROFILE
Date Time Stamp: 06/24/2015 09:55:48 AM

Originator's: _____
Note _____
_____
_____
_____
_____
_____
_____
_____

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

Your Action ...	System Response ...
8. The following information is displayed: Date Time Stamp: The date and time the approval note was created. Originator's Note: The note placed on the approval record by the originator.	
9. Press F11 to scroll to the next screen.	The third screen will appear.


```

PHFNC10 PHVF STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 08/13/2018
PHIOAP0D PHIOAP2M Approval 02:14 PM
< 2 more
Action: _ (A,B,C,D,M,N,P)
*Agency : 0160 PERSONNEL BOARD - STATE
*Function Trans.: ADJEC PAYROLL EARNINGS ADJUSTMENT
Date Time Stamp: 09/18/1998 02:30:26 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. The following information is displayed:</p> <p>Level: The level of the review point applying approval.</p> <p>Type: The type is P for Pool of approvers indicating only one must apply approval before moving to next review point; or A for all approvers to apply approval before moving to next review point.</p> <p>Approval Reqd: Y to require approval/disapproval decision before transaction can be released; N to allow viewing to release to next level.</p> <p>Action upon Disapp: C indicates the transaction is to continue to next level when approved or S to stop it from moving on to next level.</p> <p>Note Req: Y(es) 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>Status: The status of the approval process.</p>	

Your Action ...	System Response ...
Primary/Alternate *Agency/*PIN/UserID: The Agency Number, PIN, and User ID of the primary and Alternate owners.	