Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials	
6107 SPAHRS Approval Process – Approval Security Override	Revision Date: 06/21/2016
	Version: 4

**SPAHRS Approval Process
Approval Security Override
Table of Contents**

APPROVAL SECURITY OVERRIDE

Objective

Develop understanding of how approval records can be changed.

Outcome

Ability to request changes to override security to apply changes to approval record is gained.

General

The Approval Security Override screen is the same screen as Approval (**SA AM AP**), although the access is by a separate menu item (**SA AM AO**). Only a control agency can modify an approval record. Agencies can request corrections to an existing approval record by calling or emailing the MMRS Call Center.

To modify the approval record, the control agency must override the established security (owner) for that record; the override is done using this screen. This override applies only to a transaction; it has a date stamp on it which creates an audit trail for changes to the transaction approval.

The control agency can add a new override or modify an existing one.

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

```
PHFNC10  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/21/2016
PHIMAINU PHIMAINM              System Administration Menu              12:05 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  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    06/21/2016
PHIMAINU PHIMAINM                 Approval Menu                      12:06 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 **AO** (Approval Security Override) from the Approval Menu and press ENTER.	The Approval Security Override screen will appear.

```
PHFNC10  PHVA        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/14/2018
PHIOAP2D PHIOAP0M              Approval Security Override                01:19 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 ...
4. To view a specific transaction, choose **D**isplay and enter the following information: **Agency**: The agency code. **Function Transaction**: The transaction identifier code and Press ENTER. OR Enter **B**rowse and the Agency code and press ENTER.	 A list of transactions is given sorted by the Transaction Code.

```
PHFNC10  PHV1        STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   06/21/2016
PHIOAP0B PHIOAP6M                                                  12:12 PM

AGENCY Transaction Code   Date    NOTIFY  NOTIFY  APPROVAL
 NBR                     Created   PIN     UID      IND
------ ---------------- ---------- ------ -------- --------

 0373     ADJEC        01/29/1999                    A
 0373     ADJEC        01/29/1999                    A
 0373     ADJEC        02/01/1999                    A
 0373     ADJEC        02/01/1999                    A
 0373     ADJEC        02/02/1999                    A
 0373     ADJEC        02/16/1999                    A
 0373     ADJEC        02/16/1999                    A
 0373     ADJEC        02/16/1999                    A
 0373     ADJEC        02/16/1999                    A
 0373     ADJEC        02/16/1999                    A
 0373     ADJEC        02/16/1999                    A

Approval Agency: 0373  Trans.: _____ Date: __ __ ____
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 set up for the functional transactions on the Approval Security Override screen.

```
PHFNC10  PHVA     STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    08/14/2018
PHIOAP2D PHIOAP0M          Approval Security Override            01:21 PM
                                                                 2 more >
  Action:    (A,B,C,D,M,N,P)
*Agency      :      SENATE
*Function Trans. :     PAYROLL EARNINGS ADJUSTMENT
 Date Time Stamp : 10/07/1999  02:13:03 PM
 Owner  -      *Agency: 0161    DFA-FINANCE AND ADMINISTRATION
               *PIN: 262___   LEAD BUSINESS SYSTEMS ANALYST
             User ID:


 Notify - Originator(Y/N): Y       Yes
               *Agency: ____
                 *PIN: _____
             User ID:


 Key        : 00010000004191248000 9084Er±_____ Note Reqd: Y Yes
 Status     : A  Approved                Processed After Completion: Y
 Start Date : 10/07/1999   Date Resolution : 10/07/1999 Program: PHPAEC1D
 Originator : SSPH003_
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 ...
6. Enter the following fields that need to be changed: Date Time Stamp: The system defaults the date and time the transaction was created. **Owner Agency/PIN/User ID**: The agency number, PIN, and user ID of the owner of the business process (functional transaction). **Notify Originator (Y/N)**: **Y**es if the originator is to be notified of the approver or **N**o if not. Agency/PIN/User ID: The agency code, PIN, and User ID of the originator. **Key**: The system identifier number for the transaction. **Note reqd**: A "**Y**" indicates that the originator of the approval record must add a note at the time the record is created **Status**: The status of transaction; **A** is approved, **N** is returned with no action, or **D** is disapproved. **Processed after Completion**: Indicates if processing has taken place after the approval process has been completed. Start Date: The date the transaction was first sent for approval. Date Resolution: The date the final approval was applied. **Program**: The program that is executed behind the scenes to approve or disapprove. **Originator**: The originator's user ID and name.	
7. Press F11 to scroll to the next screen.	The second screen will appear.

```
PHFNC10  PHV1      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM     06/21/2016
PHIOAP2D PHIOAP1M           Approval Security Override              12:16 PM
< 1 more                                                           1 more >
  Action: _ (A,B,C,D,M,N,P)

*Agency        : 0373       MH-ELLISVILLE STATE SCHOOL
*Function Trans.: ADJEC      PAYROLL EARNINGS ADJUSTMENT
 Date Time Stamp: 01/29/1999  03:14:50 PM


    Originator's: RECORD BEEN APPROVED BY SYSTEM_____
    Note         NO APPROVERS FOUND_____
                 _____
                 _____
                 _____
                 _____
                 _____
                 _____
                 _____
                 _____
                 _____


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 ...
8. Enter the following information that needs to be changed or added: **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  PHVA      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM      08/14/2018
PHIOAP2D PHIOAP2M             Approval Security Override                01:25 PM
< 2 more
  Action: _ (A,B,C,D,M,N,P)
*Agency         :       SENATE
*Function Trans.:       PAYROLL EARNINGS ADJUSTMENT
 Date Time Stamp: 10/07/1999  02:13:03 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 ...
10. Enter the following information to be changed: **Level:** The level of the review point applying approval. **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. **Appr Required**: **Y** to require approval/disapproval decision before transaction can be released; **N** to allow viewing to release to next level. **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. **Note Required**: **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. **Status**: The status of the approval process.	

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