Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6108	SPAHRS Approval Process – Re-Route Approval Review Points	Revision Date: 06/22/2016
		Version: 4

SPAHRS Approval Process
Re-Route Approval Review Points
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RE-ROUTE APPROVAL REVIEW POINTS

Objective

Develop an understanding of how approval review points can be re-routed.

Outcome

Ability of a control agency to re-route review points is achieved.

General

This screen is designed for a control agency to change the individuals in review points for transactions that have already been submitted for review and approval. For example, when transactions are sent for review and approval, they sit in a queue until the reviewer pulls them up. If a reviewer is unexpectedly out of the office, a large number of transactions can back up in the queue; when this occurs, the control agency can use this screen to change the primary approver for all transactions currently sitting in the queue, and/or replace a specific approver in all review points with a new approver. **Review points must be re-routed PRIOR to approvers being removed from their current PINS.**

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

```
PHFNC10  PHVB      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM    01/26/2016
PHIMAINU PHIMAINM            System Administration Menu             11:08 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 screen will appear.

```
PHFNC10  PHVB      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   01/26/2016
PHIMAINU PHIMAINM              Approval Menu                       11:09 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 **RV** (Re-Route Approval Review Points) from the Approval Menu and press ETNER.	The Re-Route Approval Review Points screen will appear.

```
PHFNC10  PHVB      STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM   01/26/2016
PHIOAP3P PHIOAPDM       Re-Route Approval Review Points           11:09 AM




     OLD      : *Agency    ____
     APPROVER   *PIN       _____
                *User Id   _____

     NEW      : *Agency    ____
     APPROVER   *PIN       _____
                 User Id

     UPDATE: Outstanding Approval records (Y/N) _

                        Review Points (Y/N) _




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

Your Action ...	System Response ...
4. Enter the following information: **Old Approver: *Agency*/PIN/User ID**: The agency and PIN number of the old approver to be changed. The userid will be populated by the system. **New Approver: *Agency/*PIN/User ID**: The agency and PIN number of the new approver. The userid will be populated by the system. **UPDATE: Outstanding Approval Records (Y/N)**: Enter **Y**es or **N**o to replace the old approver with the new approver in all outstanding approval records. **Review Points (Y/N**): Enter **Y**es or **N**o to replace the old approver with the new approver in all review points in which the old approver is currently set up. This will send all future transactions to the new approver.	
5. Press ENTER.	
6. Press ENTER again to continue.	A batch job submission screen will appear.
7. Press ENTER.	The system will display the following message: PH7041xx has been submitted successfully.