

## Mississippi Management and Reporting System MAGIC Workflow Final Agency Approver Request Form

<b>Workflow Approval Information</b>		
<p>MAGIC AR, AP, and GL workflow functionality has been enhanced to provide a second level of agency approval. In addition to the current approval process, an agency can elect to add a final level of approval. The document would then be routed via workflow to the appropriate controlling agency for approval, if required.</p> <p>For example, the initial approver would be the equivalent of a manager and the final agency approver would be the equivalent of the division director. Also, if the agency has several divisions reporting to one director, you can set each division to have an initial approver and a final agency approver.</p> <p>If an agency would like to add a final agency approver to the workflow process, it is strongly recommended you assign this function to two or more people in order to ensure documents are processed in a timely manner. The final approver can also be set up to be an initial approver to support workflow if the initial approver is out of the office.</p>		
<b>Final Agency Approver Information</b>		
Requested Final Agency Approver:		
Employee ID:		
Email Address:		
Requested Area(s):	AR	AP      GL
Requested Final Agency Approver:		
Employee ID:		
Email Address:		
Requested Area(s):	AR	AP      GL
Requested Final Agency Approver:		
Employee ID:		
Email Address:		
Requested Area(s):	AR	AP      GL
Requested Final Agency Approver:		
Employee ID:		
Email Address:		
Requested Area(s):	AR	AP      GL
<b>Agency Authorization</b>	By signing this form, I am authorizing the above named employees to be 2 <sup>nd</sup> Level Approvers for the specified applications for this agency.	
	Current Agency Approver Signature:	
<b>MMRS USE ONLY</b>	<b>Process Date:</b>  <b>MMRS Approver Signature:</b>	<b>Return to:</b> DFA / MMRS 210 East Capitol Street Suite 1400 Jackson, MS 39201 Fax: 601-359-6551 Email: MASH@dfa.ms.gov