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# Mississippi Management and Reporting System

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Department of Finance and Administration

<b>MMRS MASH/Training Materials</b>		
6103	SPAHRs Approval Process – Approval Review Points by Agency Data Entry	Revision Date: 08/30/2010 Version: 3

**SPAHRS Approval Process  
Approval Review Points by Agency  
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**Objective**

Set up an approver and an alternate for a specific pre-defined review point for a given agency.

**Outcome**

Pre-defined approval chains (or profiles) are filled in review point by review point, agency by agency.

**General**

The user agencies must be set up in the SPAHRS Agency file. The review points requested by the agency must be set up in the generic table RVPT. The primary and alternate approvers must have valid SPAHRS logon user IDs and be hired into valid PINs.

Your Action ...	System Response ...
1. Choose <b>SA</b> (Systems Administration) from the Main Menu and press ENTER.	The Systems Administration Menu will appear.
2. Choose <b>AM</b> (Approval Menu) from the System Administration menu and press ENTER.	The Approval Menu will appear.
3. Choose <b>AR</b> (Approval review Points by Agency) from the Approval Menu and press ENTER.	The Approval Review Points by Agency screen will appear.

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PHFNC11 PHV6 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 07/26/2006
PHIOAROD PHIOAROM Approval Review Points by Agency 10:28 AM

Action: _ (A,B,C,D,M,N,P)

*Agency : ____
*Review Point: ____

Primary : *Agency ____
Reviewer : *PIN ____

Alternate: *Agency ____
Reviewer : *PIN ____

Comment : _____

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

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Your Action ...	System Response ...
<p>4. Choose <b>Add</b> and enter the following information:</p> <p><b>*Agency:</b> The agency number of the transactions to be approved.</p> <p><b>*Review Point:</b> The review points that the agency desires to have approval authority.</p>	
<p>5. Press ENTER.</p>	
<p>6. Continue entering the following information:</p> <p><b>Primary Reviewer: *Agency/PIN:</b> The agency number and PIN for the main approver.</p> <p><b>Alternate Reviewer: *Agency/PIN:</b> The agency and PIN for the backup approver. (The alternate is mandatory and cannot be the same as the primary.)</p> <p><b>Comment:</b> Any desired comments.</p>	
<p>7. Press ENTER.</p>	<p>The system will display the following message:</p> <p>Review Point XXXX-XXXXXX added successfully.</p>