
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6104	SPAHRs Approval Process – Copy Review Points	Reviewed Date: 08/31/2010 Version: 3

**SPAHRS Approval Process
Copy Review Points
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COPY/PURGE REVIEW POINTS

Objective

Copy or purge the primary and alternate approvers for one agency review point to many or all other agency review point combinations.

Outcome

One set of approvers assigned to many or all agencies.

General

The Copy/Purge Review Points screen was created for the control agencies to set up review points for user agencies by mass copying them or to purge review points en masse.

A primary record and an alternate record must first be set up for one agency/review point combination using the Approval Review Points by Agency transaction. Subsequently, this information is entered on the screen below to be copied to (or purged from) other agencies as needed.

Your Action ...	System Response ...
1. Choose SA (System Administration) from the Main Menu and press ENTER.	The System Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration menu and press ENTER.	The Approval menu will appear.
3. Choose CR (Copy/Purge Review Points) from the Approval Menu and press ENTER.	The Copy/Purge Review Points screen will appear.

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PHFNC11 PHV6      **STATEWIDE PAYROLL AND HUMAN RESOURCES SYSTEM** 07/26/2006
PHIOAR1D PHIOAM1M - Copy/Purge Review Points -                    10:40 AM

Action: _ (K,P)

Copy/Purge the following:

*Agency : ____ *Review Point: ____

To:

Agency : ____ thru Agency: ____

or

*Master Agency: ____

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

Your Action ...	System Response ...
<p>4. Enter K to copy or P to Purge and enter the following information:</p> <p>Agency: The code of the agency to be copied.</p> <p>Review Point: The review point to be copied or purged.</p> <p>To Agency: The agency number from which to begin copying, or purging.</p> <p>To Agency: The beginning agency number to copy to or purge from.</p> <p>Thru Agency: The ending number to copy or purge through. If a range of agencies is chosen, the selected review point will be copied to or purged from all agencies in the range, inclusive of the beginning and ending agencies.</p> <p style="text-align: center;">OR</p> <p>Master Agency: Review points will be copied to or purged from all sub-agencies within the Master Agency.</p>	
<p>5. Press ENTER.</p>	<p>The system will display the following message displayed:</p> <p>No. of Records Updated XX No. of Records Created XX.</p>