
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6105	SPAHRs Approval Process – Approval Notification Process	Revision Date: 08/31/2010
		Version: 3

**SPAHRS Approval Process
Approval Notification Process
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APPROVAL NOTIFICATION PROCESS

Objective

Understand approval notification process of SPAHRS.

Outcome

Ability to recognize outstanding approvals and apply approvals to transactions will be gained.

General

There is a multi-level approval process within SPAHRS. Approvals can be applied by the user and/or supervisory officials at an agency, if required. Control agencies such as the State Personnel Board and the Department of Finance and Administration generally have the final level of approval after agency approvals have been applied.

Within an agency the approval process can also be multi-level. For example, the payroll approval process may include the payroll accountant's applying the first level of approval, a supervisor's having a second level of approval, and the Administrative Division Director's having a final agency approval level.

The system has an automatic notification process for approvals. If multiple approvals are required, the system notifies the next approving level that a transaction is ready for his or her approval. Notification when the approval or disapproval has been given can be transmitted back to the originating person or agency. There are also some browse options that display records with pending approvals.

Transactions requiring approvals are recorded as pending until approved. If the transaction is disapproved, it is noted as pending but flagged as disapproved. A disapproved action should be withdrawn (unapproved) by the originator and re-submitted for approval with necessary changes, or withdrawn (unapproved) by the originator and purged from the system. Certain processes of the system also record approvals by a status code. However, this generally occurs only for human resource transactions.

Notification of Approval

There are two standard ways to receive notification that a pending record is in the user's queue. The first method of notification occurs upon logging into SPAHRS. A Display Notification screen automatically appears, after the SPAHRS Welcome Screen, if there are any new items awaiting approval. This notification continues each time the user logs on to the system until the items have been selected.

The other method of notification is a Display Messages screen located under the Systems Administration Menu option. At the command line, the user types SA DM and presses ENTER to access the messages screen.

Your Action ...	System Response ...
1. Choose SA (System Administration) Menu and press ENTER.	The System Administration Menu will appear.
2. Choose DM (Display Messages) from the System Administration Menu and press ENTER.	The Display Notifications screen will appear.

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PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/08/2006
PHIMAINU PHIMAINM System Administration Menu 01:49 PM

+-----Display Notifications-----+
|
| Act Notification Cd      Sent From/      Notification Action/ Sent By/
|                          Description            Notification Type  Sent Date
|-----|-----|-----|-----|-----|
| - 0374-TRAVL           Manage Generic Approvals Proposal Approved   PHFNC11
|   03/23/06             TRAVEL AUTHORIZATION Change to existing A 03/23/06
| - 0373-TRAVL           Manage Generic Approvals Proposal Approved   PHFNC11
|   03/23/06             TRAVEL AUTHORIZATION Change to existing A 03/23/06
| - 0373-TRAVD           Manage Generic Approvals Proposal Approved   PHFNC11
|   03/23/06             TRAVEL ACCOUNTING DISTRI Change to existing A 03/23/06
| - 0373-TRAVL           Manage Generic Approvals Proposal Approved   PHFNC11
|   03/23/06             TRAVEL AUTHORIZATION Change to existing A 03/23/06
| - 0373-TRAOC           Manage Generic Approvals Proposal Approved   PHFNC11
|   03/23/06             TRAVEL AUTHORIZATION FOR Change to existing A 03/23/06
|
| Type: _ PIN\WIN Cont: _____ Originator: _____ Submitted: _____
| Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF1
|       Help Main End                               Bkwd Fwd                               Qui
| Table Detail NTYP-1 displayed successfully
|
+-----+

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Your Action ...	System Response ...
3. Select the desired approval notification to review by entering S and press ENTER.	The Approval System, Process Record will appear.

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PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/08/2006
PHIOAP3N PHIOAP7M Approval System, Process record 01:52 PM
1 more >

**** A P P R O V E D ****

Agency : 0374 MH-MS STATE HOSPITAL
Function Trans. Code : TRAVL TRAVEL AUTHORIZATION

Status : A Approved
Original Appr Date : 03/23/2006 Date Resolution : 03/23/2006
Originator : PHFNC11 Tammy Waltman
RECORD BEEN APPROVED BY SYSTEM
NO APPROVERS FOUND

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Disp Left Right Quit
Approval-message 0374-TRAVL-09:3 displayed successfully
    
```

```

PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/08/2006
PHIOAP3N PHIOAP4M Approval System, Approvers List 01:54 PM

Agency : 0374 MH-MS STATE HOSPITAL
Func Trans. Code : TRAVL TRAVEL AUTHORIZATION
Date requested : 03/23/2006 W Tammy
1__ of Appr Approver Cont
Act Nt Lvl Seq Agcy PIN User-ID Status Type Reviewer stop
-----

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
Scrolling performed.
    
```

Your Action ...	System Response ...
<p>4. Review the Approval System, Process Record; take the appropriate action in the Status field (A to Approve, D to Disapprove or N for Return with No Action) and press ENTER.</p>	<p>If the record is system approved, the following message will be displayed:</p> <p>Approval-message xxx-xxxx-xxxx displayed successfully.</p>