
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
6107	SPAHRs Approval Process – Approval Security Override	Revision Date: 09/16/2010 Version: 3

**SPAHRS Approval Process
Approval Security Override
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APPROVAL SECURITY OVERRIDE

Objective

Develop understanding of how approval records can be changed.

Outcome

Ability to request changes to override security to apply changes to approval record is gained.

General

The Approval Security Override screen is the same screen as Approval (**SA AM AP**), although the access is by a separate menu item (**SA AM AO**). Only a control agency can modify an approval record. Agencies can request corrections to an existing approval record by calling or emailing the MMRS Call Center.

To modify the approval record, the control agency must override the established security (owner) for that record; the override is done using this screen. This override applies only to a transaction; it has a date stamp on it which creates an audit trail for changes to the transaction approval.

The control agency can add a new override or modify an existing one.

Your Action ...	System Response ...
1. Choose SA (Systems Administration) from the Main Menu and press ENTER.	The Systems Administration Menu will appear.
2. Choose AM (Approval Menu) from the System Administration Menu and press ENTER.	The Approval Menu will appear.

PHFNC11 PHV4	STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM	06/26/2006
PHIMAINU PHIMAINM	Approval Menu	09:01 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 AO (Approval Security Override) from the Approval Menu and press ENTER.	The Approval Security Override screen will appear.

```

PHFNC11 PHVA STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/08/2006
PHIOAP2D PHIOAPOM Approval Security Override 03:07 PM
2 more >

Action: _ (A,B,C,D,M,N,P)
*Agency : _____
*Function Trans. : _____
Date Time Stamp : _____
Owner - *Agency: _____
          *PIN: _____
          User ID: _____

Notify - Originator(Y/N): _
          *Agency: _____
          *Pin: _____
          User ID: _____

Key : _____ Note reqd: _
Status : - Processed after Completion: _
Start Date : _____ Date Resolution : _____ Program: _____
Originator : _____
Direct Command: _____
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. To view a specific transaction, choose Display and enter the following information:</p> <p>Agency: The agency code. Function Transaction: The transaction identifier code and Press ENTER.</p> <p style="text-align: center;">OR</p> <p>Enter Browse and the Agency code and press ENTER.</p>	<p>A list of transactions is given sorted by the Transaction Code.</p>

```

PHFNC11 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2006
PHIOAPOB PHIOAP6M 09:29 AM

AGENCY Transaction Code Date NOTIFY NOTIFY APPROVAL
NBR Created PIN UID IND
-----
0373 ADJEC 01/29/1999 A
0373 ADJEC 01/29/1999 A
0373 ADJEC 02/01/1999 A
0373 ADJEC 02/01/1999 A
0373 ADJEC 02/02/1999 A
0373 ADJEC 02/16/1999 A

Approval Agency: 0373 Trans.: _____ Date: _ _ _
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Main End Bkwd Fwd Quit
Position cursor or enter screen value to select
    
```

Your Action ...	System Response ...
5. Place cursor on the desired record and press ENTER.	The system defaults the information set up for the functional transactions.

```

PHFNC11 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2006
PHIOAP2D PHIOAPOM Approval Security Override 09:32 AM
2 more >

Action: _ (A,B,C,D,M,N,P)
*Agency : 0373 MH-ELLISVILLE STATE SCHOOL
*Function Trans. : ADJEC PAYROLL EARNINGS ADJUSTMENT
Date Time Stamp : 01/29/1999 03:14:50 PM
Owner - *Agency: 0373 MH-ELLISVILLE STATE SCHOOL
*PIN: 311 BUREAU DIRECTOR I
User ID:

Notify - Originator(Y/N): Y Yes
*Agency: ____
*Pin: ____
User ID:

Key : 037300000036917880009868Er±_____ Note reqd: Y Yes
Status : A Approved Processed after Completion: Y
Start Date : 01/29/1999 Date Resolution : 01/29/1999 Program: PHPAEC1D
Originator : ELPH026_ Connie Williams
Direct Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Main End Bkwd Fwd Disp Left Right Quit
Approval-message 0373-ADJEC-15:1 displayed successfully
    
```

Your Action ...	System Response ...
<p>6. Enter the following fields that need to be changed:</p> <p>Date Time Stamp: The system defaults the date and time the transaction was created.</p> <p>Owner Agency/PIN/User ID: The agency number, PIN, and user ID of the owner of the business process (functional transaction).</p> <p>Notify Originator (Y/N): Yes if the originator is to be notified of the approver or No if not.</p> <p>Agency/PIN/User ID: The agency code, PIN, and User ID of the originator.</p> <p>Key: The system identifier number for the transaction.</p> <p>Note reqd: A "Y" indicates that the originator of the approval record must add a note at the time the record is created</p> <p>Status: The status of transaction; A is approved, N is returned with no action, or D is disapproved.</p> <p>Processed after Completion: Indicates if processing has taken place after the approval process has been completed</p>	

Your Action ...	System Response ...
<p>Continue entering the following fields that need to be changed.</p> <p>Start Date: The date the transaction was first sent for approval.</p> <p>Date Resolution: The date the final approval was applied.</p> <p>Program: The program that is executed behind the scenes to approve or disapprove.</p> <p>Originator: The originator's user ID and name.</p>	
<p>7. Press F11 to scroll to the next screen.</p>	<p>The second screen will appear.</p>

```

PHFNC11 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2006
PHIOAP2D PHIOAP1M Approval Security Override 09:07 AM
< 1 more 1 more >
Action: _ (A,B,C,D,M,N,P)

*Agency : 0001 SENATE
*Function Trans.: CRAG1 PROCESS MCA/STATUS TRANSACTION
Date Time Stamp: 04/03/2006 08:34:06 AM

Originator's: _____
Note: _____
_____
_____
_____
_____
_____
_____

Direct Command: _____
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>8. Enter the following information that needs to be changed or added:</p> <p>Originator's Note: The note placed on the approval record by the originator.</p>	
<p>9. Press F11 to scroll to the next screen.</p>	<p>The third screen will appear.</p>

```

PHFNC11 PHV4 STATEWIDE PAYROLL AND HUMAN RESOURCE SYSTEM 06/26/2006
PHIOAP2D PHIOAP2M Approval Security Override 09:08 AM
< 2 more
Action: _ (A,B,C,D,M,N,P)
*Agency : 0001 SENATE
*Function Trans.: CRAG1 PROCESS MCA/STATUS TRANSACTION
Date Time Stamp: 04/03/2006 08:34:06 AM

1__ Level: __ Type: _ Approval reqd: _
Action upon disapp: _ Note reqd: _
Status: _
PRIMARY: *Agency: ____
*Pin: _____
_ User ID:

ALTERNATE: *Agency: ____
*Pin: _____
* User ID:

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

Your Action ...	System Response ...
<p>10. Enter the following information to be changed:</p> <p>Level: The level of the review point applying approval.</p> <p>Type: The type is P for Pool of approvers indicating only one must apply approval before moving to next review point; or A for all approvers to apply approval before moving to next review point.</p> <p>Appr Required: Y to require approval/disapproval decision before transaction can be released; N to allow viewing to release to next level.</p> <p>Action upon Disapp: C indicates the transaction is to continue to next level when approved or S to stop it from moving on to next level.</p> <p>Note Required: Y(es) indicates note is to be included with approval record; this note is not tied to the transaction so it will not be seen again unless the actual approval record is accessed.</p> <p>Status: The status of the approval process.</p> <p>Primary/Alternate Agency/PIN/UserID: The agency number, PIN, and User ID of the primary and backup owners.</p>	