

Chapter 2 Procedures

FUNCTION OVERVIEW2

1 ADD/CHANGE AGENCY APPROVERS11

 1.1 Add Installation Approval Table11

 1.2 Change Installation Approval Table14

 1.3 Delete Installation Approval Table16

 1.4 Inquire Installation Approval Table17

2 MAINTAIN MULTIPLE AGENCY APPROVERS18

 2.1 Maintain Multiple Installation Approvers18

3 SEQUENCE APPROVAL RECORDS BY STAGE OF PROCESSING20

 3.1 Add Installation Approval Sequence Table20

 3.2 Change Installation Approval Sequence Table22

 3.3 Delete Installation Approval Sequence Table24

 3.4 Inquire Installation Approval Sequence Table25

4 ADD/CHANGE MANUAL APPROVAL RECORDS26

 4.1 Add User Approval Detail26

 4.2 Change User Approval Detail29

 4.3 Delete User Approval Detail31

 4.4 Inquire User Approval Detail32

5 APPROVAL RECORD PROCESSING36

 5.1 Approve User Approval Detail Record(s)36

 5.2 Purge User Approval Detail Record(s)37

6 INQUIRE APPROVER RECORDS38

 6.1 Inquire Agency Approver Record(s)38

7 INQUIRE APPROVAL RECORDS40

 7.1 Inquire User Approval Detail Record(s)40

**Function
Overview**

The purpose of this section is to describe the procedures for processing approvals in AGPS. Approvals in AGPS to a great degree are to emulate the manual process of approvals that exist. Essentially, the manual approval process has been transformed into an electronic process.

There are seven stages of approvals required during the purchasing process, requisition stage, pre-solicitation stage, pre-award stage, post award stage (orders), post award stage (contracts), receipt stage and payment stage. The approval process is based upon a file (BAPV) of approving officials and the types of approvals they are authorized to effect. This file of approvers is available for AGPS to choose approvers from as it needs to build approval records.

As a document enters AGPS as a requisition and moves through the various phases of purchasing, AGPS will automatically pull approvers from the basic approval table, create approval records and associate them to the document by the document number. If a wildcard approver record exists in the basic approval table, this approver's record will be built each time lower level approvals are built. For example, if a basic approval record exists with a wildcard approval category of 301* this approval record will be built each time a lower level approval record is created; e.g., 301110, 301111, or 301112. In the requisition phase, the requisition number is used to relate the approvals to the document. In the solicitation phase, the solicitation number is used to relate the approvals to the document. In the order phase, the order is used to relate the approvals to the document and so on.

The automatic approvals are based upon predetermined logic existing in various programs and are tied to critical data elements on documents in AGPS. For example, as the requisition header is entered, AGPS will add organizational or agency approvals tied to the requisitioning agency number. Other approvals are tied to commodity codes being purchased.

The users in the basic approval table must from time to time inquire AGPS to determine if an approval record has been created which requires their approval. The users are essentially checking their electronic in-baskets to see if any documents are awaiting approval.

If documents need to be approved, the user reviews the document electronically and electronically approves or disapproves the document. Documents remain in the "waiting approval" status until either approved or disapproved. Approvals must be processed in sequence, but several approvers may be within the same sequence. Approvers having the same sequence number may process the document concurrently.

There are critical points in the life of a purchasing document. All existing approval records linked to the document must be approved before the document can process past the critical point. For example, all agency approvals must be granted prior to the requisition being allowed to be processed by purchasing. Likewise, all purchasing approvals must be granted before the final solicitation can be printed.

Not all circumstances can be predetermined and AGPS is not programmed to automatically create every possible approval record. Some conditions will require that the user manually add approval records to the approval table. Even though these records are manually added, they are viewed and processed in the same manner as approval records automatically created by AGPS except there are no alternate approvers allowed and the document cannot be processed until the approver approves it. An approver must exist in the BAAT table before the approver can be added as an approver for a document.

AGPS will automatically create approvals for documents being processed. Depending upon the stage the document and the characteristics of the document, different type approvals will be created by AGPS. In addition, approvals may be manually added to the Approval database. All existing approvals must be approved before a document can be moved from one stage of its life cycle to another.

DURING REQUISITION PROCESSING

The requisition processing phase of the requisition applies to all activities associated with entering the requisition, entering the commodities to be purchased and obtaining the funds for the requisition. The requisition phase begins when the requisition is entered into AGPS and ends when the status code is changed to 200.

Following are the types of approvals that AGPS will automatically add to the Approval database:

- AA Agency approval (organizational). This type approval relates to authorizing the item or service to be purchased. These approvers belong to the organization requesting the item or service. These approvals are automatically created when the requisition is added to AGPS. However, this will occur only if the requesting agency has an approver established in the BAPV table. This gives each requesting agency the option to use these agency (organizational) approvals or not.

- AT Agency Commodity Approval. This type approval relates to authorizing the item or service to be purchased. These approvers belong to the organization requesting the item or service. These approvals are automatically created when a commodity code above a certain dollar threshold which requires approval is added to a requisition. However, this will occur only if the requesting agency has an approver established in the BAPV table. This gives each requesting agency the option to use these agency commodity approvals or not.

- CA Commodity Approval. This type approval is for a specific item or service to be purchased. For example, to purchase a personal computer, approval may be required. These approvals are automatically created when a commodity code is added to a non-contract requisition which requires approval.

- CO Commodity Contract Release Order Dollar Limit Approval. This type approval is for a specific item or service to be purchased from contract. For example, to purchase a contract release order above a certain dollar threshold, approval may be required. These approvals are automatically created when a commodity code is added to a contract release requisition which requires approval.
- CT Commodity Dollar Limit Approval. This type approval is for a specific item or service to be purchased. For example, to purchase a personal computer above a certain dollar threshold, approval may be required. These approvals are automatically created when a commodity code is added to a requisition which requires approval.
- FN Financing Approval. This type approval is for a purchase of equipment that will use the LEAF fund or third party financing to finance the purchase. These approvals are automatically created when a requisition requesting financing is entered into AGPS.
- KC Commodity Approval - Contract. This type approval is for a specific item or service to be purchased from a contract. For example, to purchase a personal computer, approval may be required. These approvals are automatically created when a commodity code which requires approval, is added to a contract release requisition.
- OB Object Code Approval. This type approval is for a purchase which uses specific object codes to pay for the purchase. These approvals are automatically created when a specific object code is indicated on a requisition.
- OR Contract Override Approval. This type approval is for an open market purchase of an item that exists on an active contract. These approvals are automatically created when an item that exists on a valid and active contract (SPO contract) is entered on a non-contract release requisition document in AGPS.
- RT Requisition Agency Threshold Approval. This type approval is for a specific dollar limit that a requisitioning agency will be permitted to process a requisition without higher approval. If the limit is exceeded, this approval is automatically created when the requisition status is processed above a specific processing level.
- WI WHIM Approval. This type approval is for a **WHIM** approval (special level) for purchase by either a requisition agency representative or purchasing agency representative. For example, if the requisition WHIM indicator is **R**, a WHIM approval will be built for the requisition agency, if **P**, for the purchasing agency. These approvals are automatically created when a requisition is processed in AGPS.

All approvals must be obtained before the status code on the requisition can be changed to 150 - Approved Process to Purchasing.

DURING PRE-SOLICITATION PROCESSING

The pre-solicitation processing phase of the requisition applies to all activities associated with purchasing processing the requisition at status code equal to or greater than 200 and less than 303. Additionally, this phase includes processing of a solicitation at status codes less than 361. The pre-solicitation phase begins when the requisition is at status code 200 and ends when the solicitation status code is changed to 361.

Following are the types of approvals that AGPS will automatically add to the Approval database:

WI Pre-Solicitation Requisition WHIM Approval. This type approval is for a **WHIM** approval (special level) for purchase by either a requisition agency representative or purchasing agency representative. For example, if the requisition WHIM indicator is **R**, a WHIM approval will be built for the requisition agency, if **P**, for the purchasing agency. These approvals are automatically created when requisition status is changed to greater than 236 and requires approval.

All approvals must be obtained before the status code on the requisition can be changed to 250 - Ready to Attach to Solicitation.

ST Buyer Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the buyer threshold and less than the supervisor threshold, approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.

ST Supervisor Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the supervisor threshold and less than the unit supervisor threshold, approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.

ST Unit Supervisor Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the unit supervisor threshold and less than the assistant supervisor threshold, approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.

- ST Assistant Supervisor Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the assistant supervisor threshold and less than the bureau supervisor threshold, approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.
- ST Bureau Supervisor Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the bureau supervisor threshold and less than the director threshold, approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.
- ST Director Dollar Threshold Approval. This type approval is for processing solicitations with an estimated amount that is within a certain dollar range or threshold. For example, to process a solicitation that is above the director threshold, director approval must be obtained. These approvals are automatically created when a solicitation's status is changed above status of 334 and requires approval.
- WI Pre-Solicitation WHIM Approval. This type approval is for a **WHIM** approval (special level) for processing a solicitation by a purchasing agency representative. For example, if the solicitation WHIM indicator is **P**, for the purchasing agency, these approvals are automatically created when solicitation status is changed to greater than 335 and requires approval.

All approvals must be obtained before the status code on the solicitation can be changed to 360 - Final Print.

DURING PRE-AWARD PROCESSING

The pre-award processing phase of the requisition applies to all activities associated with issuance of bids, recording of bids and award of solicitation. The pre-award phase begins when the requisition/solicitation is at status code 361 and ends when the solicitation is awarded (status code 380/385).

Following are the types of approvals that AGPS will automatically add to the Approval database:

- DA Agency DPA Dollar Limit Approval. This type approval is for a cumulative purchase of a specific item or service to be purchased for a DPA. For example, to purchase a commodity on DPA above a certain cumulative (requisition line estimated amount net total) dollar threshold, approval must be obtained. These approvals are automatically created when a solicitation is awarded in AGPS.

All approvals must be obtained before the status code on the solicitation amendment can be changed to 380 or 385.

DURING POST-AWARD (ORDER) PROCESSING

The post-award order processing phase applies to all activities associated with entering the order, entering the commodities to be purchased and obtaining the funds for the order. In addition this phase covers any order changes. The order phase begins when the order is entered into AGPS and ends when the order or order change is printed (status code 440).

- AA Agency Approval (organizational). This type approval relates to authorizing the item or service to be purchased. These approvers belong to the organization requesting the item or service. These approvals are automatically created when an order is added to AGPS. However, this will occur only if the requesting agency has an approver established in the BAPV table. This gives each requesting agency the option to use these agency (organizational) approvals or not.
- AT Agency Commodity Approval. This type approval relates to authorizing the item or service to be purchased. These approvers belong to the organization requesting the item or service. These approvals are automatically created when a commodity code above a certain dollar threshold which requires approval is added to an order. However, this will occur only if the requesting agency has an approver established in the BAPV table. This gives each requesting agency the option to use these agency commodity approvals or not.
- CA Commodity Approval. This type approval is for a specific item or service to be purchased. For example, to purchase a personal computer, approval may be required. These approvals are automatically created when a commodity code is added to a non-contract order which requires approval.
- CO Commodity Contract Release Order Dollar Limit Approval. This type approval is for a specific item or service to be purchased from contract. For example, to issue a contract release order above a certain dollar threshold, approval may be required. These approvals are automatically created when a commodity code is added to a contract release order which requires approval.
- CT Commodity Dollar Limit Approval. This type approval is for a specific item or service to be purchased. For example, to purchase a personal computer above a certain dollar threshold, approval may be required. These approvals are automatically created when a commodity code is added to an order which requires approval.

- DA Agency DPA Dollar Limit Approval. This type approval is for a cumulative purchase of a specific item or service to be purchased for a DPA. For example, to purchase a commodity on DPA above a certain cumulative (order line estimated amount net total) dollar threshold, approval must be obtained. These approvals are automatically created when an order is entered into AGPS.
- DT Document Threshold Approval. This type approval is for a specific dollar limit that a requisitioning agency will be permitted to process an order without higher approval for non-contract order. If the limit is exceeded on an open market type order, this approval is automatically created when the requisition status is processed above a specific processing level.
- FN Financing Approval. This type approval is for a purchase of equipment that will use the LEAF fund or third party financing to finance the purchase. These approvals are automatically created when a requisition requesting financing is entered into AGPS.
- KC Commodity Approval - Contract. This type approval is for a specific item or service to be purchased from a contract. For example, to purchase a personal computer, approval may be required. These approvals are automatically created when a commodity code, which requires approval, is added to a contract release order.
- OB Object Code Approval. This type approval is for a purchase which uses specific object codes to pay for the purchase. These approvals are automatically created when a specific object code is indicated on a requisition.
- OR Contract Override Approval. This type approval is for an open market purchase of an item that exists on an active contract. These approvals are automatically created when an item that exists on a valid and active contract (SPO contract) is entered on a non-contract release order document in AGPS.
- RT Requisition Agency Threshold Approval. This type approval is for a specific dollar limit that a requisitioning agency will be permitted to process an order without higher approval. If the limit is exceeded, this approval is automatically created when the requisition status is processed above a specific processing level.
- WI WHIM Approval. This type approval is for a **WHIM** approval (special level) for purchase by either a requisition agency representative or purchasing agency representative. For example, if the requisition WHIM indicator is **R**, a WHIM approval will be built for the requisition agency, if **P**, for the purchasing agency. These approvals are automatically created when a requisition is processed in AGPS.

All approvals must be obtained before the status code on the order can be changed to encumber funds (status code 435).

DURING POST-AWARD (CONTRACT) PROCESSING

The post-award contract processing phase applies to all activities associated with entering or processing State Purchasing contracts. In addition this phase covers any contract changes. The contract phase begins when the contract is entered on-line or created in batch into AGPS and ends when the contract or contract change is printed (status code 545).

WI Contract WHIM Approval. This type approval is for a **WHIM** approval (special level) for processing a contract by a purchasing agency representative. For example, if the contract WHIM indicator is **P**, for the purchasing agency, these approvals are automatically created when the contract status is changed to greater than 525 and less than 596 and requires approval.

All approvals must be obtained before the status code on the contract can be changed to 526.

DURING RECEIPT PROCESSING

The following post-award approval applies to AGPS for processing of order receipt processing:

** Inspection Approvals. This type of approval is created on change of the quantity received of the ORLN record for a commodity record whose inspection type code in the COMM Table is greater than spaces. ** - Approval Type is based on the COMM Inspection Type code. Requires approval before the OREC can be posted.

CR Agency Receipt Limit Approvals. This approval is created on add or change of a receipt line (ORLN) and the sum of all line extended amounts is greater than the 'R' type limit for that commodity's CAGY Table record (Class, Sub-Class or Item level) for the requisitioning agency. Requires approval before the OREC can be posted.

DURING INVOICE/PAYMENT PROCESSING

The following post-award approval applies to AGPS for processing of order receipt processing:

- AP Agency Payment Approval. This type of approval is built when the OINV is posted, and checked by OPAY when Approve Payment is changed to Y. This approval is created when the total amount of invoice is greater than the payment limit of the requisitioning agency AGCY Table record. Requires approval before the OPAY can be posted.
- CP Commodity Payment Approval. This type of approval is created when the quantity invoiced is changed on OILN for a commodity whose Pay Apr Req indicator in the COMM Table is Y. Requires approval before the OPAY can be posted.
- FP Financial Paying Agency Approval. This type of approval is created when the invoice is processed and checked by OPAY, when the paying agency is different from the requisitioning agency.

INQUIRING WAITING APPROVALS

AGPS allows an approver to see all documents awaiting approval by using the PAPI transaction. Periodically the approver should check AGPS for those documents waiting his/her approval. The PAPI transaction shows a list of documents to be approved by the primary approver. Included in the list are documents for which the approver is an alternate. An approver can approve documents for which he/she is a primary or alternate approver.

To inquire all approvals required for a particular document, use the PAPS transaction. PAPS will show all approvals, waiting or approved, for the requested document.

Following are the details for automatically adding approvals for purchasing documents, manually adding approvals and approving the purchasing documents.

1 ADD/CHANGE AGENCY APPROVERS

1.1 Add Installation Approval Table

Overview The AGPS System Administrator is responsible for creating (adding) Installation Approver records to initiate the approval build process. All approval types, i.e., 'Agency', 'Commodity', etc. required for use by an agency must exist and be active in the Installation Approval Table (BAPV) for build of required approvals initiated by system processes, i.e., requisition processing. This is accomplished by use of the BAPV screen.

- Inputs**
- Required approval types
 - Required approval categories
 - Required approval sequencing (order of approval build)
 - Required approval agency
 - Required primary approver
 - Optional, up to three alternates

- Outputs**
- Updated BAPV Table

Completing The Procedure

Cross-Reference Steps

1. Determine agency/system approval requirements. This may be accomplished by the following method(s).

INST 4: BTAB NOTE: You may not be familiar with the various codes. These codes are used to process a BAPV record. These codes are found in the following tables:

Approval types in BTAB Table 'IA' (Installation Approvals).

Approval categories in BTAB Table 'CG' (Approval Category). If approval type is 'AA' (agency), you will use an agency code that is valid and active in AGCY Table.

AGCY 4: AGCY **Approval agency** must be equal a valid and active AGCY Table record.

ELECTRONIC APPROVALS PROCESSING

PROCEDURES

1.1 Add Installation Approval Table

Cross-Reference

Steps

INST 4: BAAT

Primary and Alternate Approvers. All approver User IDs must exist in the BAAT Table and must have access and maintenance authority for the approval agency.

2. Enter Installation Approver record data into AGPS.

EAP 4: BAPV

- a. If you are not in the BAPV screen, type **BAPV** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and **ADD** will be displayed in the Function Line.
- c. Using the TAB key, move to Type Approval field and type desired Type Approval.
- d. Using the TAB key, move to Approval Category field and type desired Approval Category.

If...	Then...
Approval Type is 'AA'	Use a valid and active agency from the AGCY Table.
Approval Type is not 'AA'	Use a valid approval category from BTAB Table 'CG'.

- e. Using the TAB key, move to Approval Sequence field and type desired Approval Sequence.
- f. Using the TAB key, move to Approval Agency field and type desired Approval Agency.
- g. Using the TAB key, move to Approver USERID field and type desired Approver USERID/Password (last four positions are not displayed).
- h. Using the TAB key, move to Alternate 1 USERID field and type desired Alternate 1 USERID/Password (last four positions are not displayed).
- i. Using the TAB key, move to Alternate 2 USERID field and type desired Alternate 2 USERID/Password (last four positions are not displayed).

<u>Cross-Reference</u>	<u>Steps</u>
	<ul style="list-style-type: none">j. Using the TAB key, move to Alternate 3 USERID field and type desired Alternate 3 USERID/Password (last four positions are not displayed).k. Using the TAB key, move to Status field and type status equal 0. Status must be '0' on ADD.
AGCY 4: AGCY	<ul style="list-style-type: none">l. Using the TAB key, move to Maintaining Agency field and type desired Maintaining Agency. The maintaining agency must be a valid and active agency in the AGCY Table. It is recommended that the agency number entered match the Exec. Agcy Number that exists on the Agency Security Administrator's BAAT record. <p>3. Press RETURN/ENTER.</p> <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

1.2 Change Installation Approval Table

Overview The AGPS System Administrator is responsible for the routine maintenance of Installation Approver records. Maintenance will consist primarily of status code changes to activate/inactivate an Installation Approver, updating or changing Primary and/or Alternate Approvers. This is accomplished by use of the BAPV screen.

- Inputs**
- Status code change
 - Approver User ID

- Outputs**
- Updated BAPV Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|--|
| INST 4: BAAT | <ol style="list-style-type: none">1. When a request is received to change the status of an approver or the approver(s) of a record, all approvers must have access and maintenance authority for the approval agency in that approver's BAAT Table record.2. Enter Installation Approver record change data into AGPS with the BAPV screen. |
| EAP 4: BAPV | <ol style="list-style-type: none">a. If you are not in the BAPV screen, type BAPV in the Function Line and press RETURN/ENTER.b. Type INQUIRE in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.c. Type CHANGE in the Function Line.d. Change Alternate 1. Using the TAB key, move to Alternate 1 USERID field and type desired Alternate 1 USERID.e. Change Alternate 2. Using the TAB key, move to Alternate 2 USERID field and type desired Alternate 2 USERID.f. Change Alternate 3. Using the TAB key, move to Alternate 3 USERID field and type desired Alternate 3 USERID. |

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	g. Activate/inactivate Installation Approver record. Using the TAB key, move to Status field and type desired status (1 - Active/2 - Inactive). It must be valid in BTAB Table 'IS' (Approval Status).
AGCY 4: AGCY	h. Change Maintaining Agency. Using the TAB key, move to Maintaining Agency field and type desired agency number. The agency must be equal a valid and active agency in the AGCY Table. It is recommended that the agency number entered match the Exec. Agcy Number that exists on the Agency Security Administrator's BAAT record.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.3 Delete Installation Approval Table

Overview The AGPS System Administrator has the responsibility to delete Installation Approver records when necessary. An Installation Approver record may be deleted only if the status is '0'. This is accomplished by use of the BAPV screen.

- Inputs**
- Desired record
 - Delete function

- Outputs**
- Updated BAPV Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add an Installation Approver record with the wrong Approval Type, Category, Sequence, Agency, or Primary Approver, you must delete then re-add the record with the correct information. Verify that record status is '0'; records cannot be deleted unless status is '0'.
2. Delete Installation Approver record.

EAP 4: BAPV

- a. If the user is not in the BAPV screen, type **BAPV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access the desired record and press RETURN/ENTER.
 - c. When desired record is accessed, type **DELETE** in the Function Line.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the Installation Approver record will be deleted.

1.4 Inquire Installation Approval Table

Overview The user has the capability to view the Installation Approval Table record. This is accomplished by use of the BAPV screen.

- Inputs**
- BAPV screen
 - Required key field(s) for inquiry

- Outputs**
- Display of requested BAPV table record

Completing The Procedure

Cross-Reference

Steps

- EAP 4: BAPV
1. Inquire Installation Approval Table by use of the desired inquiry screen.
 - a. If the user is not in the BAPV screen, type **BAPV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, TAB to key field(s) and type the necessary key field(s) to access desired record.
 2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

2 MAINTAIN MULTIPLE AGENCY APPROVERS

2.1 Maintain Multiple Installation Approvers

Overview The AGPS System Administrator is responsible for the routine maintenance of Installation Approver records. Maintenance will consist primarily of status code changes to activate/inactivate an Installation Approver, update or change of Primary and/or Alternate Approvers. The capability to maintain multiple Installation Approver records with a single screen may be accomplished using BAPM.

- Inputs**
- From/to status code change
 - From/to approver User ID

- Outputs**
- Updated BAPV Table

**Completing
The Procedure**

Cross-Reference

Steps

- | | |
|--------------|--|
| INST 4: BAAT | <ol style="list-style-type: none">1. When a request is received to change the status of an approver or the approver(s) of a record, all approvers must have access and maintenance authority for the approval agency in that approver's BAAT Table record.2. Enter Installation Approver record change data into AGPS with the BAPM screen. |
| EAP 4: BAPM | <ol style="list-style-type: none">a. If you are not in the BAPM screen, type BAPM in the Function Line and press RETURN/ENTER.b. Type CHANGE in the Function Line.c. Using the TAB key, move to From Approver USERID field and type desired Approver USERID. Approver must be equal a valid USERID in the BAAT Table.d. Using the TAB key, move to Approver USERID field and type desired Approver USERID. Approver must be equal a valid USERID in the BAAT Table. |

ELECTRONIC APPROVALS PROCESSING

PROCEDURES

2.1 Maintain Multiple Installation Approvers

Cross-Reference

Steps

If...	Then...
From Approver is the same as To Approver	Must use different approver for To Approver USERID.
From/To Approver Status > spaces	To Approver USERID must be spaces.

INST 4: BTAB

- e. Using the TAB key, move to From Approver Status field and enter desired status code. Entry must be equal BTAB Table 'IS' (Approval Status).

INST 4: BTAB

- f. Using the TAB key, move to Approver Status field and enter desired status code. Entry must be equal BTAB Table 'IS' (Approval Status).

If...	Then...
From Status is equal To Status	Must use different status for To Approver Status.
To Approver USERID > spaces	From/To Approver Status must be spaces.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-ReferenceSteps

- c. Using the TAB key, move to Approval Stage field and type desired stage from BTAB Table AP.
- d. Using the TAB key, move to Type field and type desired Type. Continue this step until all desired approval types are entered and in the order of processing desired for that stage.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the BAPR record will be added.

3.2 Change Installation Approval Sequence Table

Overview The user is provided with the capability to change the sequencing previously established. This is accomplished by use of the BAPR screen.

- Inputs**
- BAPR Table record(s)
 - Required change(s) to approval sequencing

- Outputs**
- Updated BAPR Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the changes required in stage of processing, the type(s) of approval required during that stage and the order (sequence) in which the type of approval should be built.

INST 4: BTAB

NOTE: You may not be familiar with the various codes. These codes are used to process a BAPR record. These codes are found in the following tables:

Processing Stages in BTAB Table 'AP' (Approval Levels).

Approval types in BTAB Table 'IA' (Installation Approvals).

2. Enter Installation Approval Sequence Table data changes into AGPS.

EAP 4: BAPR

- a. If you are not in the BAPR screen, type **BAPR** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key, move to Approval Stage field and type desired stage.
- d. Press RETURN/ENTER. Requested record should be displayed.
- e. Type **CHANGE** in the Function Line.

Cross-ReferenceSteps

f. Using the TAB key, move to Type field and type desired Type. Continue this step until all desired approval types are entered and in the order of processing desired for that stage.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Delete Installation Approval Sequence Table

Overview The user is provided with the capability to delete the sequencing previously established. This is accomplished by use of the BAPR screen.

Inputs ● Required stage to be deleted

Outputs ● Updated BAPR Table

Completing The Procedure

Cross-Reference _____ Steps _____

1. Determine the stage of processing to be deleted.
2. Delete Installation Approval Sequence Table data in AGPS.

EAP 4: BAPR

- a. If you are not in the BAPR screen, type **BAPR** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Approval Stage field and type desired stage.
 - d. Press RETURN/ENTER. Requested record should be displayed.
 - e. Type **DELETE** in the Function Line.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.4 Inquire Installation Approval Sequence Table

Overview The user is provided with the capability to inquire the sequencing previously established. This is accomplished by use of the BAPR screen.

Inputs • Required stage to be inquired

Outputs • Display of requested BAPR Table record

Completing The Procedure

Cross-Reference Steps _____

1. Determine the stage of processing to be inquired.
2. Inquire Installation Approval Sequence Table data in AGPS.

- EAP 4: BAPR
- a. If you are not in the BAPR screen, type **BAPR** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to Approval Stage field and type desired stage.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested BAPR Table record.

4 ADD/CHANGE MANUAL APPROVAL RECORDS

4.1 Add User Approval Detail

Overview

The AGPS user is responsible for creating (adding) Approval Records to initiate the approval process. Normally this creation of Approval Records is an automated process initiated by a specific circumstance in AGPS processing. All approval types, i.e., 'Agency', 'Commodity', etc. required for use by an agency normally will exist and be active in the Installation Approval Table (BAPV) for build of required approvals initiated by system processes, i.e., requisition processing. However, it may be necessary for the user to manually create an approval for a document, i.e., those unique approval requirements that may not be programmed for in normal processing such as timber sales, trade-ins, etc. This is accomplished by use of the PAPV screen.

Inputs

- Required document
- Required suffix
- Required sequence
- Required approval types
- Required approval categories
- Required approval agency
- Required approver
- Required approve/disapprove

Outputs

- Updated PAPV Table

Completing The Procedure

Cross-Reference

Steps

1. Determine agency manual approval requirements.

Document must be a valid and active record number in the RQSN, SDOC, ORDR or KONT Tables.

<u>Cross-Reference</u>	<u>Steps</u>
	<p>Suffix, combined with document, must be key to a valid and active record in the SAMD, OCHG, KCHG, OREC, OINV or OPAY Table.</p>
INST 4: BTAB	<p>NOTE: You may not be familiar with the various codes. These codes are used to process a PAPV record. These codes are found in the following tables:</p> <p>Approval types in BTAB Table 'IA' (Installation Approvals).</p> <p>Approval categories in BTAB Table 'CG' (Approval Category). If approval type is 'AA' (agency), you will use an agency code that is valid and active in AGCY Table.</p>
AGCY 4: AGCY	<p>Approval agency must be equal a valid and active AGCY Table record.</p>
INST 4: BAAT	<p>Approver. The approver User IDs must exist in the BAAT Table and must have access and maintenance authority for the approval agency.</p>
	<p>2. Enter Approval Record data into AGPS.</p>
EAP 4: PAPV	<p>a. If you are not in the PAPV screen, type PAPV in the Function Line and press RETURN/ENTER.</p> <p>b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.</p> <p>c. Using the TAB key, move to Document field and type desired RQSN, SDOC, ORDR or KONT number.</p> <p>d. Using the TAB key, move to Suffix field and type desired SAMD amendment number, OCHG order change number, KCHG contract change number, OREC AGPS Invoice number, OINV AGPS Invoice number or OPAY AGPS Invoice number.</p> <p>e. Using the TAB key, move to Sequence field and type desired approval Sequence.</p> <p>f. Using the TAB key, move to Approval Type field and type desired Approval Type.</p> <p>g. Using the TAB key, move to Approval Category field and type desired Approval Category.</p>

Cross-Reference

Steps

If...	Then...
Approval Category is AA	Use a valid and active agency from the AGCY Table and equal BTAB Table CG.
Approval Category is not AA	Use a valid approval category from BTAB Table CG.

- h. Using the TAB key, move to Approvers Agency field and type desired Approvers Agency.
 - i. Using the TAB key, move to Approver field and type desired Approver USERID/Password (last four positions are not displayed).
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'DOCUMENT APPROVALS PROCESSED'

4.2 Change User Approval Detail

Overview The AGPS user/approver is responsible for the routine maintenance of Approval Record(s). Maintenance will consist primarily of approve/disapprove changes to process or prevent processing of an Approval Record. This is accomplished by use of the PAPV or PASM screen.

- Inputs**
- Approve/disapprove indicator
 - If disapproved, disapproval reason

- Outputs**
- Updated PAPV Table

Completing The Procedure

Cross-Reference _____ Steps _____

- INS 4: BAAT
1. When it is time to process the approval the user will accomplish this by typing an approve/disapprove indicator in the Approve/Disapprove field. The current user (Function Line User ID) must be authorized to maintain that Approval Record.

If...	Then...
Manual Approval Record	Current user must be equal Approval Record Approver.
System generated Approval Record	Current user must be equal matching BAPV Table record primary or alternate 1-3 approver and have an active BAPV status (status = 1).

2. Enter Approval Record change data into AGPS with the PAPV screen.
 - a. If you are not in the PAPV screen, type **PAPV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.
 - c. Type **CHANGE** in the Function Line.
- EAP 4: PAPV

Cross-Reference

Steps

EAP 4: PASM

- d. Change Approve/Disapprove. Using the TAB key, move to Approve/Disapprove field and type desired approve/disapprove code. Allowable entries are **A** - Approved or **D** - Disapproved. All other entries will be system maintained; C - Canceled, N - No action taken or W - Awaiting approval/disapproval.
- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.
- 4. Enter Approval Record change data into AGPS with the PASM screen.
 - a. If you are not in the PASM screen, type **PASM** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.
 - c. Type **CHANGE** in the Function Line.
 - d. Change Approve/Disapprove. Using the TAB key, move to Approve/Disapprove field and type desired approve/disapprove code. Allowable entries are **A** - Approved or **D** - Disapproved. All other entries will be system maintained; C - Canceled, N - No action taken or W - Awaiting approval/disapproval.
- 5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.3 Delete User Approval Detail

Overview The AGPS user has the responsibility to the delete Approval Records when necessary. User Approval Detail record(s) may be deleted only if it was manually added and the status is '001'. This is accomplished by use of the PAPV screen.

- Inputs**
- Desired record
 - Delete function

- Outputs**
- Updated PAPV Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add an Approval record with the wrong Approval Type, Category, Sequence, Agency, Approver or the Approval Record is no longer required, you must delete the record that is not required and then re-add a record with the correct information if required. Verify that record status is **001** or **002**; records cannot be deleted unless status is **001** or **002**.
2. Delete Approval Record.

EAP 4: PAPV

- a. If the user is not in the PAPV screen, type **PAPV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access the desired record and press RETURN/ENTER.
 - c. When desired record is accessed, type **DELETE** in the Function Line.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the Approval Record will be deleted.

4.4 Inquire User Approval Detail

Overview The user has the capability to view the User Approval Detail. This is accomplished by use of the PAPV or PASM screen.

- Inputs**
- PAPV screen
 - Required key field(s) for inquiry
- Outputs**
- Display of requested PAPV table record

Completing The Procedure

Cross-Reference

Steps

1. Inquire approval record by use of the PAPV screen.
 - a. If the user is not in PAPV, type **PAPV** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to key field(s) and complete the necessary key field(s) to access desired record.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.
3. Inquire approval record by use of the PASM screen.
 - a. If you are not in the PASM screen, type **PASM** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.

NOTE: Proposed Approval Summary header information is automatically displayed upon inquiry of the approval record (RQSN, SDOC, ORDR, KONT). If commodity lines (RLIN,

Cross-Reference

Steps

SLIN/RLIN, OLIN, OCLN, KLIN) and accounting distribution (RACG, OACG, OCAC, KACG, KCAC) is associated with the inquired document number, the first commodity line and accounting distribution record will be displayed with the commodity line scroll and accounting distribution scroll defaulting to 'D'.

- c. If the # Items field of PASM is greater than '00001', type **INQUIRE** in the Function Line.
- d. Tab to the Commodity Line Scroll field and enter the desired scroll action.

If...	Then...
'D'	The commodity line will scroll 'down' (in the table) to the next higher commodity line value of the required table (RLIN, SLIN/RLIN, OLIN, OCLN, KLIN).
'U'	The commodity line will scroll 'up' (in the table) to the next lower (previous) commodity line value of the required table (RLIN, SLIN/RLIN, OLIN, OCLN, KLIN).
	The commodity line will scroll to the 'top' (in the table) to the first commodity line of the required table (RLIN, SLIN/RLIN, OLIN, OCLN, KLIN).
'B'	The commodity line will scroll to the 'bottom' (in the table) to the last commodity line of the required table (RLIN, SLIN/RLIN, OLIN, OCLN, KLIN).

Cross-Reference

Steps

If...	Then...
'Space'	If the scroll action is space, the user must tab to the line number and enter the desired commodity line number, i.e., '00002'.

e. If the scroll action is 'space', tab to the commodity Line number field and enter the desired line number, i.e., '00002'.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'. Appropriate commodity line information should be displayed.

5. Inquiry of associated accounting distribution records. If accounting distribution record(s) are associated with a proposed approval, perform the following steps.

EAP 4: PASM

a. If you are not in the PASM screen, type **PASM** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line and complete the necessary key fields to access desired record and press RETURN/ENTER.

c. If the # Acct Lines field of PASM is greater than '01', type **INQUIRE** in the Function Line.

d. Tab to the Accounting Dist Scroll field and enter the desired scroll action.

Cross-Reference

Steps

If...	Then...
D'	The accounting distribution will scroll 'down' (in the table) to the next higher line value of the required table (RACG, OACG, OCAC, KACG, KCAC).
U'	The accounting distribution will scroll 'up' (in the table) to the next lower (previous) line value of the required table (RACG, OACG, OCAC, KACG, KCAC).
T'	The accounting distribution will scroll to the 'top' (in the table) to the first line value of the required table (RACG, OACG, OCAC, KACG, KCAC).
B'	The accounting distribution will scroll to the 'bottom' (in the table) to the last line value of the required table (RACG, OACG, OCAC, KACG, KCAC).
'Space'	If the scroll action is space, the user must tab to the acct dist and enter the desired accounting distribution line number, i.e., '02'.

e. If the scroll action is 'space', tab to the Acct Dist number field and enter the desired line number, i.e., '02'.

6. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'. Appropriate accounting distribution information should be displayed.

5 APPROVAL RECORD PROCESSING

5.1 Approve User Approval Detail Record(s)

Overview The AGPS user is responsible for the approval/disapproval or processing of user approval detail record(s). This is accomplished by using the PAPV or PASM screen.

- Inputs**
- PAPV record(s)
 - Required approve/disapprove indicator
 - Required disapproval reason, if applicable

- Outputs**
- Updated PAPV Table and RQSN, SDOC, SAMD, ORDR, OCHG, KONT, KCHG, OREC, OINV, or OPAY Table as applicable

Completing The Procedure

Cross-Reference

Steps

1. See 4.2 Change User Approval Detail above. The user will type **A** for approval of record or **D** for disapproval of record. If **D** is entered, the user must type desired disapproval reason code. If using PASM and comments are necessary, the comments must be entered on PAPV.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.2 Purge User Approval Detail Record(s)

Overview The purge of Approval Records is an automated process. As archive/purge programs are processed for requisition, solicitation, order and contract databases the related document approval(s) will be purged and archived as an integral part of the process.

- Inputs**
- PAPV record(s)
 - Requisition, solicitation, order and contract records suitable for the archive/purge process
 - BK1X/A Extract/Print Contracts Sent to Archive
 - BO2X/A Extract/Print Orders Sent to Archive
 - BR6X/A Extract/Print Requisitions Sent to Archive
 - BS8X/A Extract/Print Solicitations Sent to Archive

- Outputs**
- Updated PAPV Table

Completing The Procedure

Cross-Reference

Steps

NOTE: SEE SECTION 16 - DATABASE PURGE PROCESS

- | | | |
|--------------------|----|---------------------------------------|
| PURG 4: BK1X, BK1A | 1. | Process batch programs BK1X and BK1A. |
| PURG 4: BO2X, BO2A | 2. | Process batch programs BO2X and BO2A. |
| PURG 4: BR6X, BR6A | 3. | Process batch programs BR6X and BR6A. |
| PURG 4: BS8X, BS8A | 4. | Process batch programs BS8X and BS8A. |

6 INQUIRE APPROVER RECORDS

6.1 Inquire Agency Approver Record(s)

Overview The AGPS user has the capability to view the agency approver records in various formats, i.e., by Alternate 1/2/3 Approver, approval type, category, sequence and approval agency or Primary Approver, approval type and category, etc. by use of various **INQUIRY** screens available in AGPS.

- Inputs**
- Desired inquiry screen
 - Required key(s) for inquiry

- Outputs**
- Display of requested approver records

Completing The Procedure

Cross-Reference

Steps

1. Inquire agency approver records by use of desired inquiry screen.
 - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to key field(s) and complete the necessary key field(s) to access desired record.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

Screens provided for inquiry of Installation Approver record(s) is as follows.

EAP 4: BAL1

BAL1 - Installation Approvals by Alternate Approver 1: BAL1 shows all of the Installation Approver records on which a particular USERID is listed as Alternate Approver 1. Key is Alternate Approver 1, Approval Type, Approval Category, Approval Sequence and Approval Agency.

6.1 Inquire Agency Approver Record(s)

<u>Cross-Reference</u>	<u>Steps</u>
EAP 4: BAL2	BAL2 - Installation Approvals by Alternate Approver 2: BAL2 shows all of the Installation Approver records on which a particular USERID is listed as Alternate Approver 2. Key is Alternate Approver 2, Approval Type, Approval Category, Approval Sequence and Approval Agency.
EAP 4: BAL3	BAL3 - Installation Approvals by Alternate Approver 3: BAL3 shows all of the Installation Approver records on which a particular USERID is listed as Alternate Approver 3. Key is Alternate Approver 3, Approval Type, Approval Category, Approval Sequence and Approval Agency.
EAP 4: BAPI	BAPI - Installation Approvals Index: BAPI shows the Installation Approver records for a particular agency by Approval Type, Category, and USERID. Key is Approval Agency, Type Approval, Approval Category and Approver USERID.
EAP 4: BAPP	BAPP - Installation Approvals by Primary Approver: BAPP shows all of the Installation Approver records on which a particular USERID is listed as Approver USERID (Primary Approver). Key is Primary Approver, Type Approval and Approval Category.

7 INQUIRE APPROVAL RECORDS

7.1 Inquire User Approval Detail Record(s)

Overview The AGPS user has the capability to view user approval detail in various formats, i.e., by Approver, status, document number, suffix and document number, approval type, approval category, sequence, etc., by use of various **INQUIRY** screens available in AGPS.

Inputs

- Desired inquiry screen
- Required key(s) for inquiry

Outputs

- Display of requested approval records

Completing The Procedure

Cross-Reference

Steps

1. Inquire agency approver records by use of desired inquiry screen.
 - a. If the user is not in the desired screen, type the desired inquiry screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key, move to key field(s) and complete the necessary key field(s) to access desired record.

2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record.

Screens provided for inquiry of Approval Record(s) is as follows:

EAP 4: PAPI

PAPI - User Approval Index: PAPI shows all of the Approval Records for an approver User ID that is at status 001 and an approve/disapprove indicator of W.

<u>Cross-Reference</u>	<u>Steps</u>
EAP 4: PAPL	PAPL - Document Approvals Commodity Lines Inquiry: PAPL shows all of the Type, Category and number of Approval records by Document Line Number for a specific Document Number and Suffix.
EAP 4: PAPS	PAPS - Document Approvals Status Inquiry: PAPS shows all of the Approval Records for a particular document by approval type, category and sequence regardless of status.
EAP 4: PHLD	PHLD - Approval Detail Hold Table: PHLD shows the approval records pending processing (add/update) in the PAPV Table. Key is document, suffix, type, category, sequence, approver agency and approver.