SPS Screens
Sample DEO and CO Screens

The following SPS DEO and CO Screens you are about to view were designed to give you a high level overview of some of the DEO and CO menu screens.

This is an automated presentation that allows you to sit back and follow the screens. Each screen will be displayed for 10 seconds, then automatically scroll to the next screen, with the exception of the Menu Button screens (which display for 20 seconds).

SPS
Sample Screens

- DEO Main Screen

- DEO Create Schedules
  - Vendor Check
  - Vendor ACH
  - Summary (Checks)
  - Summary (Mixed)
  - Same Day Pay Request

- CO Main Screen

- CO Certify Schedule
  - Vendor Check with Viewing
  - Vendor Check without Viewing
  - View Prior Extracts

SPS
DEO Toolbar Buttons

Hide/View Button: this button operates like a toggle switch. Click on it once, and it hides all of the other buttons on the toolbar. Click on it a second time, and it displays all of the other buttons on the toolbar.
NOTE: When a button is hidden, the underlying functionality is not eliminated.

Create Button: this button is used to access the screens used in creating schedules.

Upload Button: this button is used to upload schedules created external to the SPS application.

Edit Button: this button is used to access the edit screen for a selected schedule.

Delete Button: this button is used to delete selected schedules.

Move to Edit Button: this button is used to move schedules from the "Submitted to CO" state back to the "Editable" state.

Submit to CO Button: this button is used to submit one or more schedules in the "Editable" state to the "Submitted to CO" state for CO certification.

SPS
DEO Toolbar Buttons

<u>View Details Button</u>: this button is used to view the details of a selected schedule.

<u>Refresh Button</u>: this button is used to refresh the schedule summary information on the "DEO Main" screen.

<u>Print Details Button</u>: this button is used to print the details of a selected schedule.

<u>Print Summary Button:</u> this button prints the FPA Schedule Summary list.

<u>Manage ALC Billing Addresses Button</u>: this button is used to create, update or delete ALC billing addresses.

<u>Help Button:</u> this button provides access to the DEO User Manual User Manual.
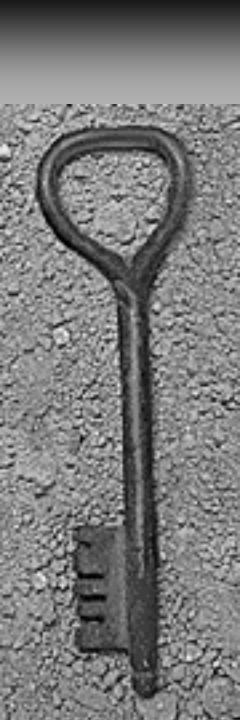
<u>Main Menu Button</u>: this button allows the DEO to return to the "DEO Main" Screen.

<u>Logout Button:</u> this button logs a user out of the SPS and returns the user to the client workstation desktop.

SPS Sample Screens
DEO Main Screen

Schedules   Status Change   View   Print   Configure   SPS
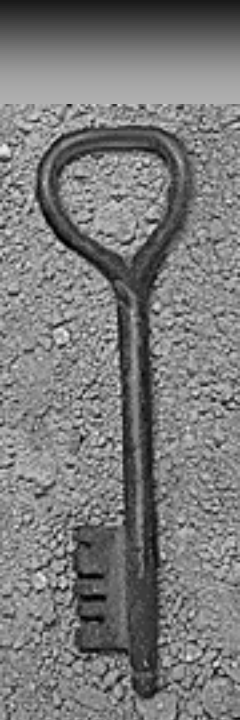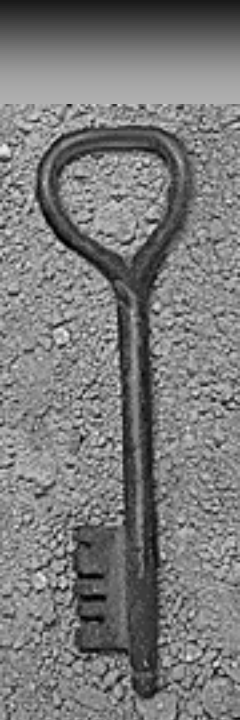
User: JOHN1 DEO1 (DEO)***LIVE***   Screen: Deo Main   05/12/2004 15:31 EDT
FPA: FPA1
Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject   Sort: Schedule State, Schedule Number

Schedule Number	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000AS-LS01	ACH Salary	20180001	Editable	05/12/2004	05/12/2004	2	$4.98
0000000SS-LS01	Summary	20180001	Editable	05/12/2004	05/12/2004	1,000	$1,000.00
0000000VC-LS01	Check Vendor	00008280	Editable	05/12/2004	05/12/2004	3	$899.97
00000SDPR-LS01	SDPR	20180001	Editable	05/12/2004	05/12/2004	1	$1.99

4 schedules loaded.

SPS Sample Screens
DEO Main Screen – Schedule Type

SPS Sample Screens
DEO Main Screen – Schedule Sub_Type

SPS Sample Screens

Create Vendor Check Schedule – Create 3rd payment

SPS Sample Screens
DEO Main Screen – Schedule Saved

User: JOHN1 DEO1 (DEO)***LIVE***   Screen: Deo Main   05/12/2004 15:39 EDT
FPA: FPA1
Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject   Sort: Schedule State, Schedule Number

Schedule Number	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000AS-LS01	ACH Salary	20180001	Editable	05/12/2004	05/12/2004	2	$4.98
0000000SS-LS01	Summary	20180001	Editable	05/12/2004	05/12/2004	1,000	$1,000.00
0000000VC-LS01	Check Vendor	00008280	Editable	05/12/2004	05/12/2004	3	$899.97
000000CVR-0512	Check Vendor	20180012	Editable	05/12/2004	05/12/2004	3	$7,561.81
00000SDPR-LS01	SDPR	20180001	Editable	05/12/2004	05/12/2004	1	$1.99

5 schedules loaded.

SPS Sample Screens
DEO Main Screen – Edit Schedule

SPS Sample Screens
Create Vendor Check Schedule – Edit Schedule

SPS Sample Screens

Create Vendor Check Schedule – Submit to CO – TAS Summary

SPS Sample Screens

Create Vendor Check Schedule – Submit to CO – TAS Details

SPS Sample Screens

Create Vendor Check Schedule – Continue Submit to CO

SPS Sample Screens
Create Vendor Check Schedule – Submit to CO – Confirmation

SPS Sample Screens

Create Vendor ACH Schedule

SPS Sample Screens

Create Summary Schedule (Checks)

SPS Sample Screens
Create Summary Schedule (Mixed)

SPS Sample Screens
Create Same Day Pay Request (SDPR)

SPS
CO Toolbar Buttons

Hide/View Button: this button operates like a toggle switch. Click on it once, and it hides all of the other buttons on the toolbar. Click on it a second time, and it displays all of the other buttons on the toolbar.
NOTE**:** When a button is hidden, the underlying functionality is not eliminated.

Print Summary List Button: this button prints the FPA Schedule Summary list.

Print Schedule Details Button: this button prints the schedule details for the selected schedule.

Certify With Viewing Details Button: this button allows the CO to certify the selected schedule(s) after viewing the details.

Certify Without Viewing Details Button: this button allows the CO to certify the selected schedule(s) without viewing the details.

Reject Button: this button enables the CO to reject the selected schedule(s).

Uncertify Button: this button enables the CO to uncertify previously certified schedules.

SPS
CO Toolbar Buttons

Refresh Button: this button refreshes the FPA Schedule Summary list.

View Extracted Schedule Button: this button displays a summary list of extracted schedules.

View Schedule Details Button: this button displays the details of the selected schedule.

View Next Schedule Button: this button displays the next schedule if a group of schedules is selected for certification.

View Previous Schedule Button: this button displays a previous schedule if a group of schedules is selected for certification.

Help Button: this button allows the CO to access the Certifying Officer User Manual.

Main Menu Button: this button allows the CO to return to the "CO Main Screen".
NOTE: This button is not available on the "CO Main Screen".
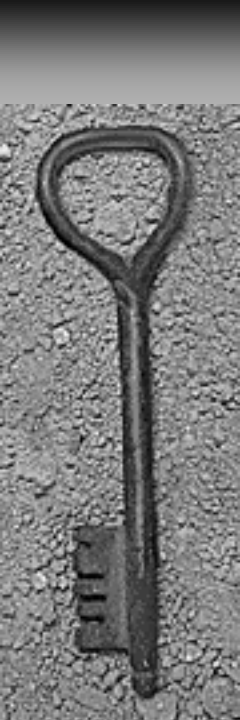
Logout Button: this button logs the CO out of SPS.

SPS Sample Screens

CO Main Screen

SPS Sample Screens

CO Certify Schedule – View Payments

SPS Sample Screens

CO Certify Schedule – With Viewing

SPS Sample Screens

CO Certify Schedule – TAS Summary

SPS Sample Screens
CO Certify Schedule – TAS Summary Details

SPS Sample Screens
CO Certify Schedule – Continue Certification

SPS Sample Screens
CO Certify Schedule – Confirmation

SPS Sample Screens
CO Certify Schedule – Certified Successful

SPS Sample Screens

CO Main Screen – Certified Schedule

Print Action View SPS

User: STEVE1 JONES1 (CO)***LIVE***   Screen: CO Main Screen   05/12/2004 15:59 EDT
FPA: FPA1
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified   Sort: Schedule State, Schedule Number

Schedule Number	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000AV-0512	ACH Vendor	20180099	Editable	05/12/2004	05/12/2004	3	$7,767.98
0000000SS-LS01	Summary	20180001	Editable	05/12/2004	05/12/2004	1,000	$1,000.00
0000000VC-LS01	Check Vendor	00008280	Editable	05/12/2004	05/12/2004	3	$899.97
000000SUMSCHED	Summary	20180012	Editable	05/12/2004	05/12/2004	15	$250,400.00
00000SDPR-0512	SDPR	20180099	Editable	05/12/2004	05/12/2004	2	$22,216,777.08
00000SDPR-LS01	SDPR	20180001	Editable	05/12/2004	05/12/2004	1	$1.99
0000000AS-LS01	ACH Salary	20180001	Pending ...	05/12/2004	05/12/2004	2	$4.98
0000SUMM1-0512	Summary	20180012	Pending ...	05/12/2004	05/12/2004	528	$3,388,489.66
000000CVR-0512	Check Vendor	20180012	Certified	05/12/2004	05/12/2004	3	$7,561.81

State

9 schedules loaded.

SPS Sample Screens

CO Main Screen – Certify Without Viewing

Schedule Number	Type/Sub-type	Office Number (ALC)	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000AV-0512	ACH Vendor	20180099	Editable	05/12/2004	05/12/2004	3	$7,767.98
0000000SS-LS01	Summary	20180001	Editable	05/12/2004	05/12/2004	1,000	$1,000.00
0000000VC-LS01	Check Vendor	00008280	Editable	05/12/2004	05/12/2004	3	$899.97
000000SUMSCHED	Summary	20180012	Editable	05/12/2004	05/12/2004	15	$250,400.00
00000SDPR-0512	SDPR	20180099	Editable	05/12/2004	05/12/2004	2	$22,216,777.08
00000SDPR-LS01	SDPR	20180001	Editable	05/12/2004	05/12/2004	1	$1.99
0000000AS-LS01	ACH Salary	20180001	Pending ...	05/12/2004	05/12/2004	2	$4.98
0000SUMM1-0512	Summary	20180012	Pending ...	05/12/2004	05/12/2004	528	$3,388,489.66
000000CVR-0512	Check Vendor	20180012	Certified	05/12/2004	05/12/2004	3	$7,561.81

Print Action View SPS

User: STEVE1 JONES1 (CO)***LIVE***   Screen: CO Main Screen   05/12/2004 16:00 EDT
FPA: FPA1
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified   Sort: Schedule State, Schedule Number
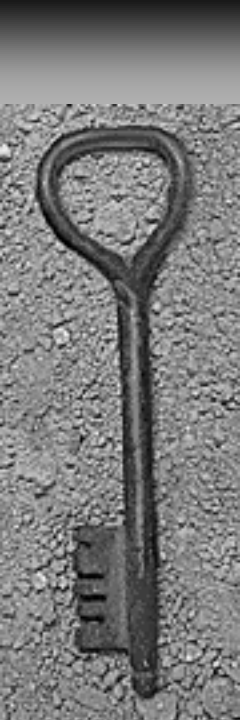
Certify Without Viewing

9 schedules loaded.

SPS Sample Screens
CO Main Screen – Certify Without Viewing

SPS Sample Screens
CO Main Screen – Certified Schedule Confirmation

SPS Sample Screens

CO Main Screen – View Extracted Schedules Button

SPS Sample Screens

CO Main Screen – View Extracted Schedules