

## Change Schedule to Editable State

To change schedule to editable state – From the DEO main screen and select schedule that was submitted to CO.

Secure Payment System - Self-Contained (SPS-SC) [ONLINE mode]

Schedules Status Change View Save Manage Export Reports Messages SPS

User: GWEN DEO BRYANT-HILL (DEO)\*\*\*LIVE\*\*\*  
 PPAID: GWEN  
 Filter: Editable, DEO Locked, Submitted to CO

Screen: Deo Main 07/23/2020 18:18 EDT

Version: RELU32.0.2

Schedule Number	Type/Sub-type	OAID	A/C	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	Check Vendor	SPS	99990005	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	Manual Check Vendor	SPS	99990005	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	ACH Vendor	SPS	99990005	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	ACH Miscellaneous	SPS	99990005	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000011108	Check Miscellaneous	SPS	99990005	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000011111	Summary Prenote Miscellaneous	SPS	99990005	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000011113	Check Miscellaneous	SPS	99990005	Editable	06/12/2020	06/12/2020	5	\$1,957,950.00
0000000772020	ACH Miscellaneous	SPS	99990066	Editable	07/07/2020	07/07/2020	1	\$2,500.00
0000004292020	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020	3	\$13,970.00
0000005072020	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000007082020	ACH Miscellaneous	SPS	33020011	Submitted to CO	07/23/2020	07/23/2020	1	\$1,503.00

Selected Schedules: 1 Total Payments: 1 Total Amount: \$1,503.00  
 You have 0 unread messages

Click Edit

Schedules Status Change View Save Manage Export Reports Messages SPS

User: GWEN DEO BRYANT-HILL (DEO)\*\*\*LIVE\*\*\*  
 PPAID: GWEN  
 Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject

Screen: Deo Main 07/23/2020 17:52 EDT

Version: RELU32.0.2

Schedule Number	Type/Sub-type	OAID	A/C	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	Check Vendor	SPS	99990005	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	Manual Check Vendor	SPS	99990005	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	ACH Vendor	SPS	99990005	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	ACH Miscellaneous	SPS	99990005	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000011108	Check Miscellaneous	SPS	99990005	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000011111	Summary Prenote Miscellaneous	SPS	99990005	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000011113	Check Miscellaneous	SPS	99990005	Editable	06/12/2020	06/12/2020	5	\$1,957,950.00
0000000772020	ACH Miscellaneous	SPS	99990066	Editable	07/07/2020	07/07/2020	1	\$2,500.00
0000004292020	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020	3	\$13,970.00
0000005072020	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000007082020	ACH Miscellaneous	SPS	33020011	Submitted to CO	07/23/2020	07/23/2020	1	\$1,503.00

Selected Schedules: 1 Total Payments: 1 Total Amount: \$1,503.00  
 You have 0 unread messages

# Change Schedule to Editable State

## Schedule is back to editable state

Schedules Status Change View Save Manage Export Reports Messages SPS

Version: RELU32.0.2

User: GWEN DEO BRYANT-HILL (DEO)\*\*\*LIVE\*\*\* Screen: Deo Main 07/23/2020 18:27 EDT  
 FPAID: GWEN  
 Filter: Editable, DEO Locked, Submitted to CO, CO Locked, Reject Sort: State, Schedule Number

Schedule Number	Type/Sub-type	OAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000000223	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
0000000000311	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
0000000000319	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
0000000000322	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$6,600.00
0000000001108	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
0000000001111	Summary Prenote Miscellaneous		99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	Check Miscellaneous	SPS	99990066	Editable	06/12/2020	06/12/2020	5	\$1,957,990.00
0000000772020	ACH Miscellaneous	SPS	59000002	Editable	07/07/2020	07/07/2020	1	\$2,500.00
00000004292020	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020	3	\$13,970.00
00000005072020	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
00000007082020	ACH Miscellaneous	SPS	33020001	Editable	07/23/2020	07/23/2020	1	\$1,503.00

Selected Schedules: Total Payments: Total Amount:  
 11 schedules loaded. You have 0 unread messages