

Unlock-Process

From the CO main screen go to the unlock button or

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]
 Action Save View Reports Messages SPS
 Version: RELU32.0.1
 User: GWEN CO
 FPAID: GWEN
 Filter: Editable, Disabled, Pending, Pending Certify, Pending Recertify, Pending Recertify
 Screen: CO Main Screen
 06/12/2020 10:41 EDT
 FPA Recertification Status: Pending
 Sort: State, Schedule Number

Schedule Number	Pseudo-Live	Type/Sub-type	OAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
0000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
0000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
0000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
0000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
0000000001111	No	Summary Premote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	No	Check Miscellaneous	SPS	99990066	Editable	06/12/2020	06/12/2020	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020	3	\$13,970.00
00000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
00000007262018	No	ACH Vendor	SPS	99990066	Pending Certify	06/12/2020	06/12/2020	3	\$2,900.00

Selected Schedules: 1 Total Payments: 3 Total Amount: \$3,800.00
 10 schedules loaded. You have 0 unread messages

From the CO main screen go to Action and click Unlock

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 User: GWEN CO
 FPAID: GWEN
 Filter: Editable, Disabled, Pending, Pending Certify, Pending Recertify, Pending Recertify
 Screen: CO Main Screen
 06/12/2020 11:20 EDT
 FPA Recertification Status: Pending
 Sort: State, Schedule Number

Schedule Number	Pseudo-Live	Type/Sub-type	OAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
0000000000311	No	Manual Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
0000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$14,600.00
0000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
0000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
0000000001111	No	Summary Premote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	No	Check Miscellaneous	SPS	99990066	Editable	06/12/2020	06/12/2020	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	06/12/2020	04/29/2020	3	\$13,970.00
00000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00

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

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Then click ok to return to main screen

