

Operation-Request-Form

From the CO Main screen, click on the “Create and Operation Request” button

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]
 Action Save View Reports Messages SPS
 User: GWEN CO BRYANT-HILL (CO) [CO] [CO]
 PPAD: GWEN
 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified
 Screen: CO Main Screen
 05/29/2020 12:14 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 Prenote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	04/29/2020	3	\$13,970.00
00000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000000001127	No	Check Vendor	SPS	99990066	Pending Certify	04/24/2020	04/24/2020	3	\$207,690.00
0000000004422	No	Check Miscellaneous	SPS	99990066	Pending Certify	11/21/2018	11/21/2018	2	\$3,280.00
0000000004462	No	ACH Travel	SPS	99990066	Pending Certify	04/24/2020	04/24/2020	1	\$499.52
00000007262018	No	ACH Vendor	SPS	99990066	Pending Certify	11/21/2018	11/21/2018	3	\$3,800.00

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

Or click **Action** and scroll down to **Create Operation Request** Ctrl+Shift+O

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]
 Action Save View Reports Messages SPS
 Certify With Viewing Ctrl+Y
 Reject Ctrl+R
 Unlock Ctrl+K
 Refresh F5
 Request PRF Removal Ctrl+Shift+F
Create Operations Request Ctrl+Shift+O
 Screen: CO Main Screen
 05/29/2020 12:21 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	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 Prenote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	04/29/2020	3	\$13,970.00
00000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000000001127	No	Check Vendor	SPS	99990066	Pending Certify	04/24/2020	04/24/2020	3	\$207,690.00
0000000004422	No	Check Miscellaneous	SPS	99990066	Pending Certify	11/21/2018	11/21/2018	2	\$3,280.00
0000000004462	No	ACH Travel	SPS	99990066	Pending Certify	04/24/2020	04/24/2020	1	\$499.52
00000007262018	No	ACH Vendor	SPS	99990066	Pending Certify	11/21/2018	11/21/2018	3	\$3,800.00

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

Operation-Request-Form

*All required fields must be filled in

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

User: GWEN CO BRYANT-HILL (CO)***LIVE***
FPAID: GWEN
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Version: RELU32.0.1
05/29/2020 12:31 EDT
FPA Recertification Status: Pending
Sort: State, Schedule Number

Please fill out the following information to make an operations request.

Request*

Schedule Number:
Total Items:
Dollar Amount: \$
Control Number:
ALC: (Select ALC)
Phone Number: 202-874-9876

For questions contact SPS Help Desk at 816-414-2340.

Next > Cancel

Date Created/Last Edited	Number of Payments	Total Amount
1/21/2018	1	\$83,457.00
1/22/2017	2	\$14,600.00
1/19/2018	2	\$7,035.00
1/22/2018	3	\$6,600.00
1/08/2017	2	\$15,000.00
1/22/2017	10	\$0.00
1/13/2017	5	\$1,957,950.00
1/29/2020	3	\$13,970.00
1/07/2020	1	\$1,600.00
1/24/2020	3	\$207,690.00
1/21/2018	2	\$3,280.00
1/24/2020	1	\$499.52
1/21/2018	3	\$3,800.00

Selected Schedules: Total Payments: Total Amount:
You have 0 unread messages

Click submit

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

User: GWEN CO BRYANT-HILL (CO)***LIVE***
FPAID: GWEN
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen
Version: RELU32.0.1
06/01/2020 15:09 EDT
FPA Recertification Status: Pending
Sort: State, Schedule Number

Operations Request Confirmation

Please confirm the following request to RENAME BLUK FILE

FPAID: GWEN
FPA Name: DEPARTMENT OF GWEN
Schedule Number: 0000000001127
ALC: 99990066
Total Dollar Amount: \$55,789.00
Total Items: 3
Control Number:
Requesting CO: GWEN CO BRYANT-HILL
Requesting CO Phone: 202-874-9876

I have verified that the above requested change is accurate.

Submit Cancel

Schedule Number	Pseudo-Live	Type/Sub-type	OAID	ALC	State	State Date	Date Created/Last Edited	Number of Payments	Total Amount
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor					1/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor					1/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous					1/22/2018	3	\$6,600.00
00000000001898	No	Check Miscellaneous					1/08/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous					1/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous					1/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor					1/29/2020	3	\$13,970.00
00000005072020	No	ACH Vendor					1/07/2020	1	\$1,600.00
00000007262018	No	ACH Vendor					1/21/2018	3	\$3,800.00

Selected Schedules: Total Payments: Total Amount:
You have 0 unread messages

Operation-Request-Form

Request submitted successfully.

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

Action Save View Reports Messages SPS

Version: RELU32.0.1

User: GWEN CO BRYANT-HILL (CO)***LIVE***
 FPAID: GWEN
 Filter: Editable, DEO Locked, Pending Certfy, CO Locked, Reject, Certified

Screen: CO Main Screen
 06/01/2020 15:15 EDT
 FPA Certification Status: Pending
 Sort: State, Schedule Number

Schedule Number	Pseudo-Live	Type/Sub-type	QAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous		99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,990.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	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				05/07/2020	11/21/2018	3	\$3,800.00

SPS Response Message

Your request of Other was successfully created. Click OK to continue.

Selected Schedules: Total Payments: Total Amount:
You have 0 unread messages

Operation-Request-Form

To create a PRF Request:

From the main screen click PRF button

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

Action Save View Reports Messages SPS

User: GWEN CO BRYANT-HILL (CO) ***LIVE***
 FPAID: GWEN
 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen

06/01/2020 15:40 EDT
 PPA 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	02/21/2019	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 Prenote Miscellaneous		99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
0000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	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	Rejected	06/01/2020	11/21/2018	3	\$3,800.00

10 schedules loaded.

Selected Schedules: Total Payments: Total Amount:
 You have 0 unread messages

*All required fields must be filled in

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

Action Save View Reports Messages SPS

User: GWEN CO BRYANT-HILL (CO) ***LIVE***
 FPAID: GWEN
 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen

06/01/2020 15:53 EDT
 PPA Recertification Status: Pending
 Sort: State, Schedule Number

Create PRF Removal Request

Please fill out the required information to request removal of a payment request file (PRF).

Schedule Number *:

Total Items *:

Dollar Amount *: \$

Control Number:

ALC *: (Select ALC)

Phone Number *: 202-874-9876

CO Comments

For questions contact SPS Help Desk at 816-414-2340.

Next>> Cancel

Date Created Last Edited	Number of Payments	Total Amount
02/21/2018	1	\$83,457.00
11/22/2017	2	\$14,600.00
03/19/2018	2	\$7,035.00
03/22/2018	3	\$8,600.00
11/08/2017	2	\$15,000.00
11/22/2017	10	\$0.00
11/13/2017	5	\$1,957,950.00
04/29/2020	3	\$13,970.00
05/07/2020	1	\$1,600.00
11/21/2018	3	\$3,800.00

Selected Schedules: Total Payments: Total Amount:
 You have 0 unread messages

Operation-Request-Form

Click submit

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

User: GWEN CO BRYANT-HILL (CO)***LIVE***
FPAID: GWEN
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

PRF Removal Request Confirmation

Please confirm the following request to remove a PRF with the following information from PAM

FPAID: GWEN
FPA Name: DEPARTMENT OF GWEN
Schedule Number: 00000000004422
ALC: 99990066
Total Dollar Amount: \$3,280.00
Total Items: 2
Control Number:
Requesting CO: GWEN CO BRYANT-HILL
Requesting CO Phone: 202-974-9876

CO Comments: NONE

I have verified that the above schedule has not been paid and the requested change is accurate.

Submit Cancel

Date Created Last Edited	Number of Payments	Total Amount
02/21/2018	1	\$83,457.00
11/22/2017	2	\$14,600.00
03/19/2018	2	\$7,035.00
03/22/2018	3	\$8,600.00
11/09/2017	2	\$15,000.00
11/22/2017	10	\$0.00
11/13/2017	5	\$1,957,950.00
04/29/2020	3	\$13,970.00
05/07/2020	1	\$1,600.00
11/21/2018	3	\$3,800.00

Selected Schedules: Total Payments: Total Amount:
You have 0 unread messages

Request was successfully submitted.

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

User: GWEN CO BRYANT-HILL (CO)***LIVE***
FPAID: GWEN
Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen

SPS Response Message

Your request of PRF Removal was successfully created. Click OK to continue.

OK

Schedule Number	Pseudo-Live	Type/Sub-type	GAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/09/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/04/2020	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	Editable	11/21/2018	11/21/2018	3	\$3,800.00

Selected Schedules: Total Payments: Total Amount:
You have 0 unread messages

Click okay and you are back to the Main screen.

Operation-Request-Form

Main screen

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

Action Save View Reports Messages SPS

User: GWEN CO BRYANT-HILL (CO)***LIVE***
 FPAID: GWEN
 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen

06/01/2020 16:19 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
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
0000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	04/29/2020	3	\$13,970.00
0000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000007262018	No	ACH Vendor	SPS	99990066	Rejected	06/01/2020	11/21/2018	3	\$3,800.00

10 schedules loaded.

Selected Schedules: Total Payments: Total Amount:
 You have 0 unread messages

To view your Operations and PRF Request go to the View PAM Operation Request button

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

Action Save View Reports Messages SPS

User: GWEN CO BRYANT-HILL (CO)***LIVE***
 FPAID: GWEN
 Filter: Editable, DEO Locked, Pending Certify, CO Locked, Reject, Certified

Screen: CO Main Screen

06/01/2020 16:21 EDT
 FPA Recertification Status: Pending
 Sort: State, Schedule Number

View PAM Operations Requests
 View a listing of Operations Requests submitted to Production Support Team.

Schedule Number	Pseudo-Live	Type/Sub-type	OAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous	SPS	99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
0000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	04/29/2020	3	\$13,970.00
0000005072020	No	ACH Vendor	SPS	99990066	Editable	05/07/2020	05/07/2020	1	\$1,600.00
0000007262018	No	ACH Vendor	SPS	99990066	Rejected	06/01/2020	11/21/2018	3	\$3,800.00

10 schedules loaded.

Selected Schedules: Total Payments: Total Amount:
 You have 0 unread messages

Operation-Request-Form

Or scroll over to View and click “View Operations Request (Ctrl +O)”

Secure Payment System - Self Contained (SPS-SC) [ONLINE mode]
Version: RELU32.0.1

Action Save View Reports Messages SPS

View Extracted Schedules Ctrl+E
View Excluded Schedules Ctrl+D
View Schedule Details Ctrl+G
View Operations Requests Ctrl+O

User: GWEN C
 FPAID: GWEN
 Filter: Editable

Screen: CO Main Screen

06/01/2020 16:37 EDT
 FPA Recertification Status: Pending
 Sort: State, Schedule Number

Schedule Num	View FPA User Data Ctrl+U	Type/Sub-type	OAID	ALC	State	State Date	Date Created Last Edited	Number of Payments	Total Amount
00000000000223	No	Check Vendor	SPS	99990066	Editable	02/21/2018	02/21/2018	1	\$83,457.00
00000000000311	No	Manual Check Vendor	SPS	99990066	Editable	11/22/2017	11/22/2017	2	\$14,600.00
00000000000319	No	ACH Vendor	SPS	99990066	Editable	03/19/2018	03/19/2018	2	\$7,035.00
00000000000322	No	ACH Miscellaneous	SPS	99990066	Editable	03/22/2018	03/22/2018	3	\$8,600.00
00000000001108	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/08/2017	2	\$15,000.00
00000000001111	No	Summary Prenote Miscellaneous		99990066	Editable	11/22/2017	11/22/2017	10	\$0.00
00000000001113	No	Check Miscellaneous	SPS	99990066	Editable	11/13/2017	11/13/2017	5	\$1,957,950.00
00000004292020	No	ACH Vendor	SPS	99990066	Editable	05/06/2020	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	Rejected	06/01/2020	11/21/2018	3	\$3,800.00

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