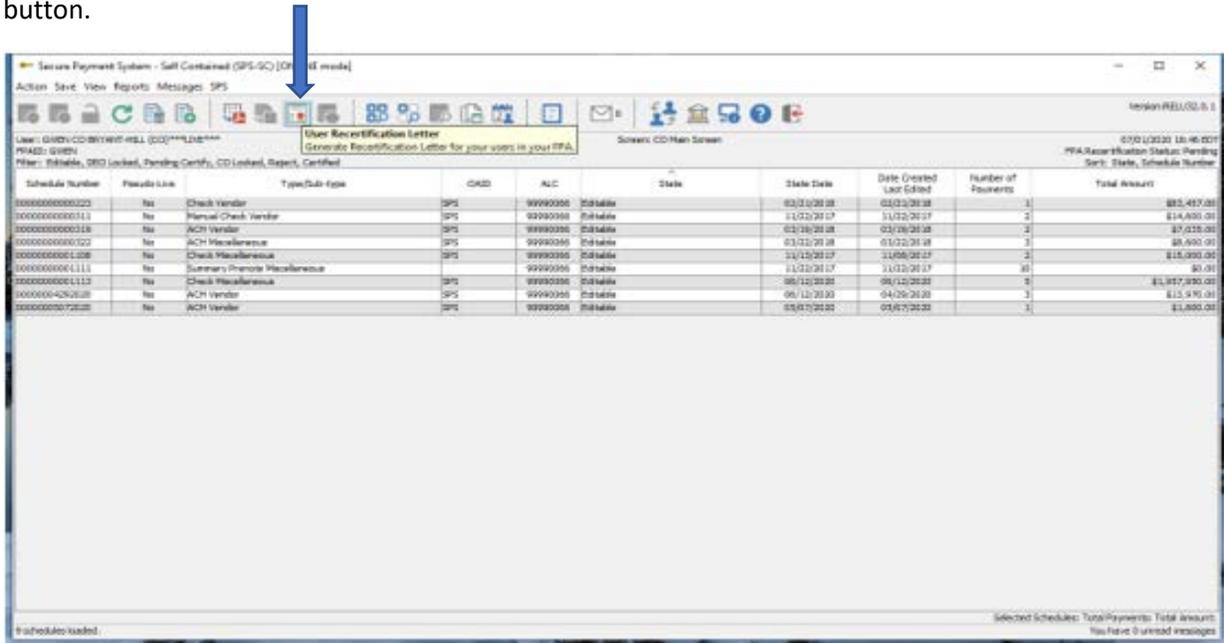


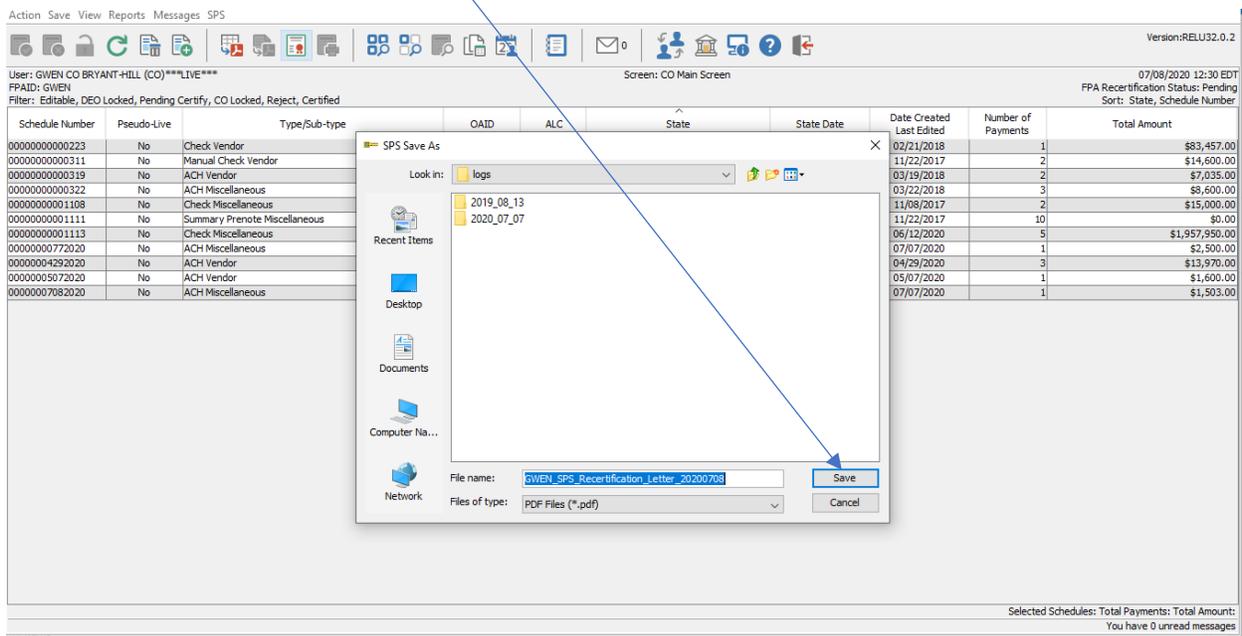
Recertification-Process

To generate the Recertification Letter, go to the CO Main screen, click on the User Recertification Letter button.



- Remember the FPA Recertification Status must be in "Pending" state in order to generate the SPS Recertification Memo.

From the SPS Save as Pop-up click "Save"



Recertification-Process

SPS message shows name and location of file. Click okay.

Click okay to save Recertification Letter

Action Save View Reports Messages SPS

Version: RELU32.0.2

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

Screen: CO Main Screen
07/08/2020 12:50 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		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
0000000772020	No	ACH Miscellaneous	SPS	59000002	Editable	07/07/2020	07/07/2020	1	\$2,500.00
0000004292020	No	ACH Vendor				12/2020	04/29/2020	3	\$13,970.00
0000005072020	No	ACH Vendor				07/2020	05/07/2020	1	\$1,600.00
0000007082020	No	ACH Miscellaneous				07/2020	07/07/2020	1	\$1,503.00

SPS Response Message

The FPA Recertification Letter is saved as a following file:
C:\SPS-SC\logs\GWEN_SP\Recertification_Letter_20200708.pdf

OK

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