

OMNI

Solutions for Retirement Services

DVW Sponsor Portal Workbook

Ameritas

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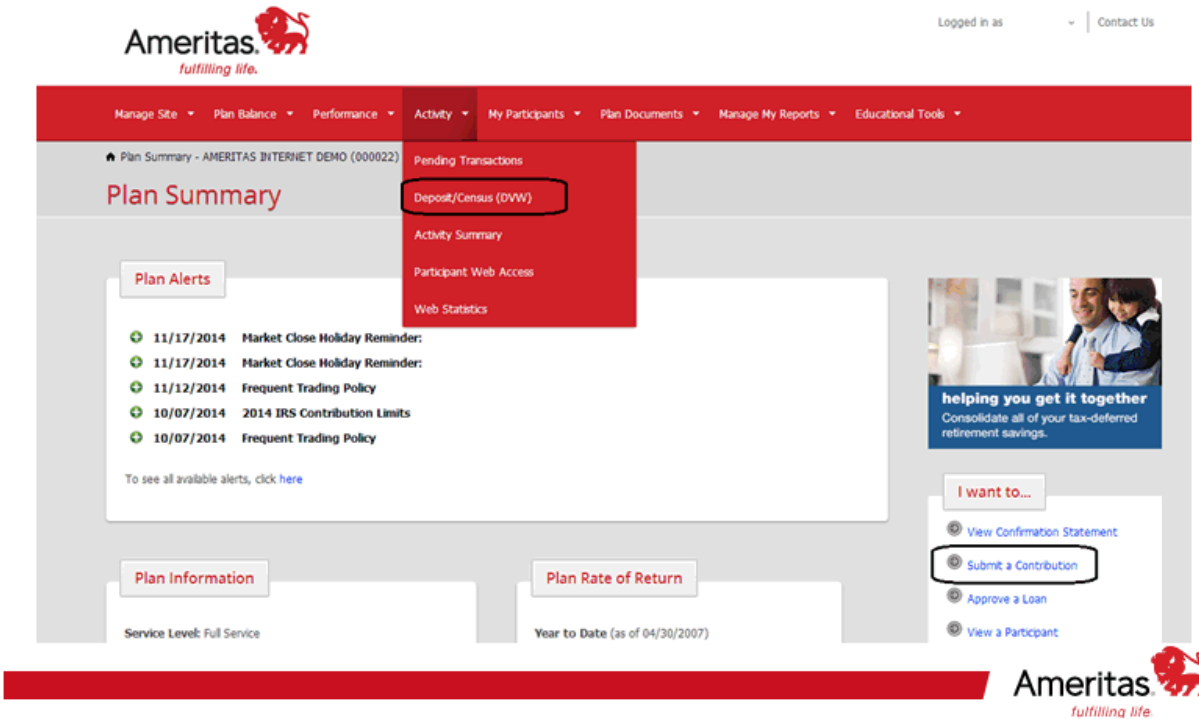
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How to access DVW

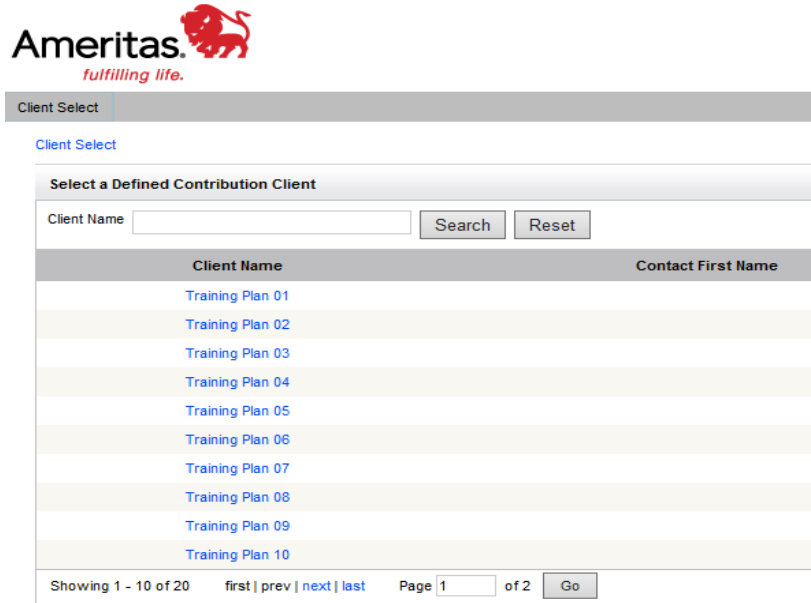
There are 2 convenient ways to access DVW from the Plan Summary Page.

1. Select Deposit/Census (DVW) for the Activity dropdown.
2. Select Submit a Contribution from the I want to... quick links.



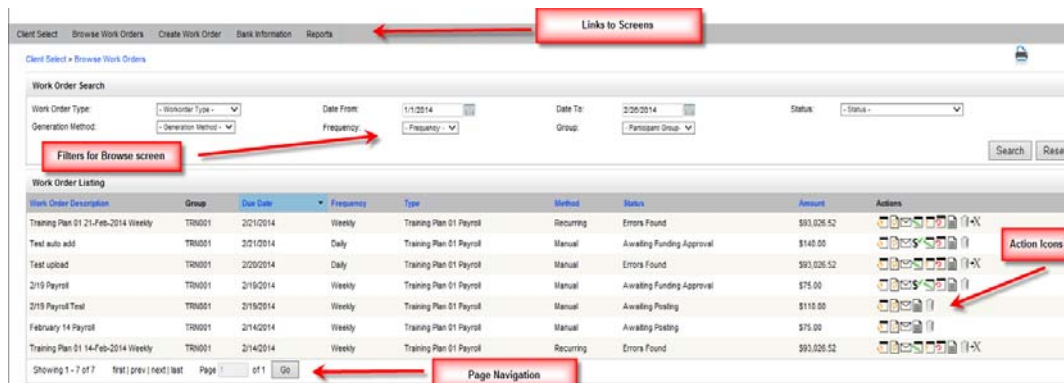
Select Client

1. Click on Client in client list. If you have access to only one Plan , you will be directed to the Work Order Browse is the landing page upon login.



View Browse Screen

2. Links to Screens.
3. Filters to search for a work order.
4. Status and Action Icons for work orders.



Work Order Scenarios

Scenario One: Manually Populate a Work Order

In this scenario, we will manually populate a Work Order that has not already been set up for recurring processing.

1. Click Create Work Order link.
2. Click Add a New Blank Work Order.
 - a. Enter information for new Work Order, and press the **Create** button.

Client Select > Create Work Order > Add Work Order

Add Work Order

Client Name: Training Plan 01

Client Work Order Type Name: Training Plan 01 Payroll *

Description: Scenario One *

StartDate: 2/9/2014 *

EndDate: 2/15/2014 *

DueDate: 2/15/2014 *

Frequency: Weekly *

* - Designates Required Field.

Create

[Back to Create a Work Order](#)

3. Click Browse Work Order.
4. Click **Begin Entry** button.

Work Order Description	Group	Due Date	Frequency	Type	Method	Status	Amount	Actions
Scenario One	TRN001	2/15/2014	Weekly	Training Plan 01 Payroll	Manual	New	\$0.00	

5. Enter information on **Common Data** tab
 - a. Enter invalid SSN to create critical error. ****If you enter the correct SSN you will not receive an error to correct. This scenario will show you what to do if you get an error****
 - b. Click **Save** button.

Enter Data

Common Data

Delete	SSN	Last Name	First Name	Middle Initial
* <input type="checkbox"/>	1112223333	Doe	John	
<input type="checkbox"/>	123456789	Doe	Jane	

Address | Dates | Compliance | Other | Contributions | Loans

Line 1 Address

Validation Errors

Participant	Validation Type	Code	Severity	Message
Doe, John	CRITICAL	DVW00213	Fatal	The SSN must be 9 numeric characters.

Back Save Complete Cancel Add Rows View Totals Change Entry Method

6. Review errors and correct data.
7. Enter information on **Address** tab.

Address					
Line 1 Address	Line 2 Address	City	State	Zip	
120 Oak Street		Birmingham	Alabama	35242	
1010 Willow Lane		Birmingham	Alabama	35242	

8. Enter information on **Dates** tab.

Dates				
Date of Birth	Date of Termination	Date of Participation	Date of Hire	Rehire Date
01/01/1980			01/01/2014	
02/03/1978			02/15/2014	

9. Enter information on **Contributions** tab.

Contributions			
Employee Salary Reduction	Employer Match	ROTH Deferral	Employee Voluntary
50	25	0	0
60	30	0	0
0	0	0	0

10. Click **Save** button.
11. Press **View Totals** button.
 - a. Press **OK** when finished.

View Totals

Review Totals

Please review the work order information displayed below.

Financial Summary		Non-Financial Summary	
Employee Salary Reduction	\$110.00	Participant Count	2
Employer Match	\$55.00	YTD Compensation	\$0.00
ROTH Deferral	\$0.00	Hours of Service	0.00
Employee Voluntary	\$0.00		
Total :	\$165.00		

12. Click **Complete**, and then **Submit**.
 - a. Expand Work Order heading for more information.

Work Order: Weekly 2/15/2014 Training Plan 01 Payroll ➔

Work Order: Weekly 2/15/2014 Training Plan 01 Payroll

<p>Work Order ID: 1325 Work Order Sequence: 1 Work Order Type Description: Scenario One Participant Group(s): TRN001 Frequency: Weekly Generation Method: Manual</p>	<p>Start Date: 2/9/2014 End Date: 2/15/2014 Due Date: 2/15/2014 Status: Awaiting Light Validation Amount: \$165.00</p>
---	---

13. Click Browse Work Orders.
14. Click View and Approve Funding.

Source	TRN001 WorkOrder Total	TRN001 Forfeiture Credit	Non-Financial Summary
Employee Salary Reduction	\$110.00	0.00	Participant Count 2
Employer Match	\$55.00	55.00	YTD Compensation \$0.00
ROTH Deferral	\$0.00	0.00	Hours of Service 0.00
Employee Voluntary	\$0.00	0.00	
Loan Repayments	\$0.00		
SUBTOTAL:	\$165.00	\$55.00	
TOTAL:	\$165.00		
FORFEITURE CREDIT:	\$55.00		
FUNDING TOTAL:	\$110.00		

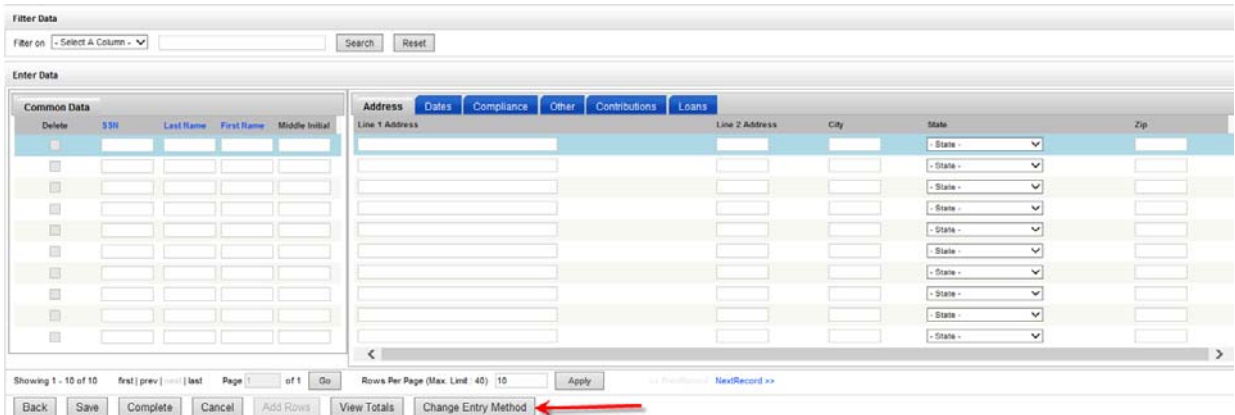
Bank Information	
Bank Account:	Bank of Oklahoma-xxxxxxxxxxx6445 [Default]

- a. Click Approve.
- b. Go to Work Order Detail.

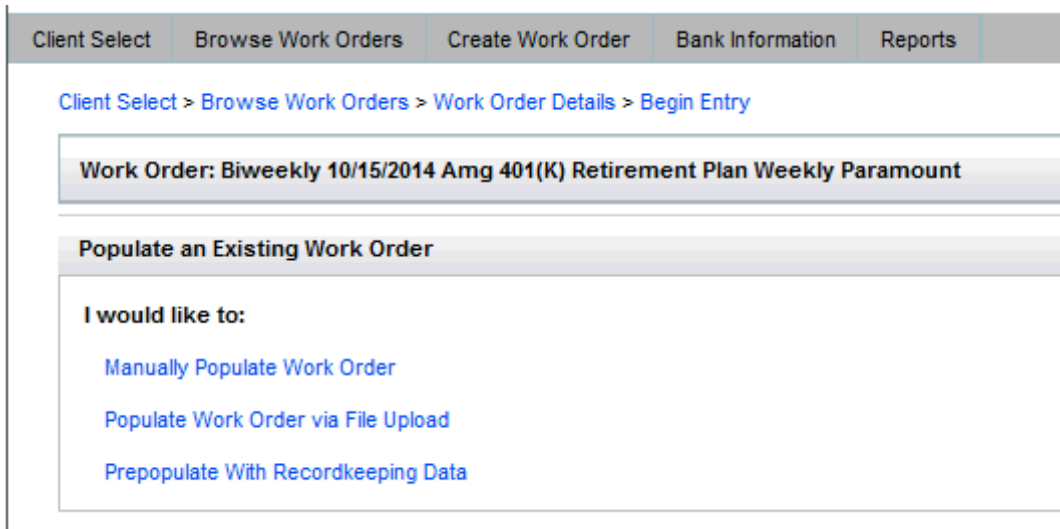
Scenario Two: Populate With Recordkeeping Data

This option will add a spreadsheet of data pre-populated with data from the recordkeeping system.

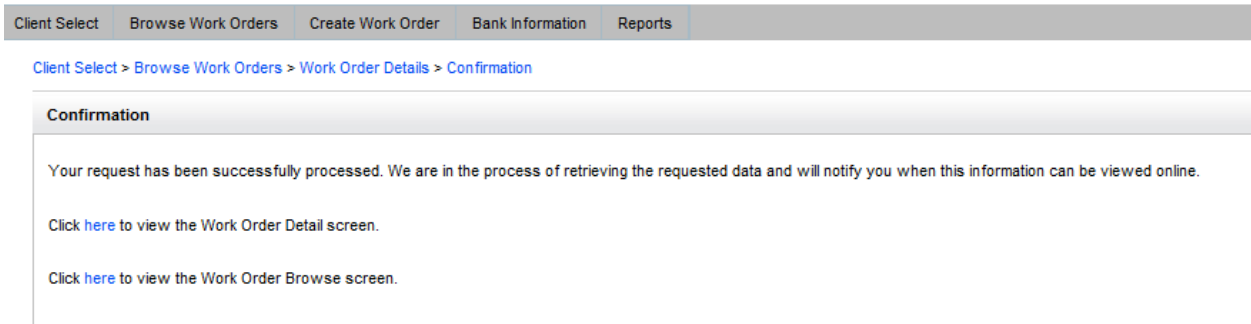
1. Click Create Work Order and then Add a New Blank Work Order.
2. Click Begin Entry from Browse Work Order or Work Order Detail screen.
3. This client has been set up with a default entry method of Manual Data Entry. The entry method will need to be changed Prepopulate. Click Change Entry Method button.



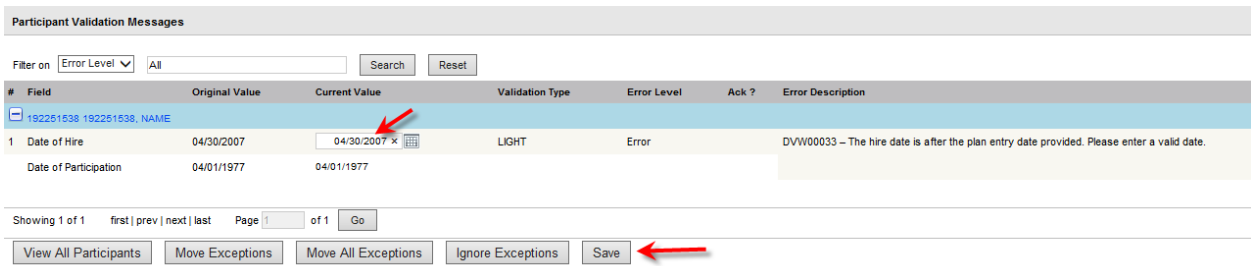
4. Click Prepopulate with Recordkeeping Data.



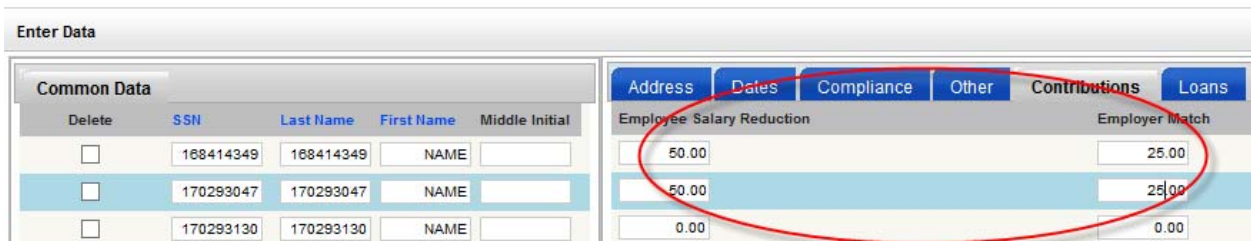
- Once this message appears, the system has begun loading data from the recordkeeping system.



- Go to the **Work Order Browse** screen. The status for this Work Order will be in Loading. When it changes to "InProgress" or "Errors Found", the data has been loaded. For this scenario, the work order status should be in Errors Found. Choose the **Correct Errors** button.
- Update the Date of Hire field. Click the **Save** button.



- Navigate to Edit Data screen.
- Update the spreadsheet. Update Salary Reduction field and ER match field for first two participants.



- Press **Complete** when finished.
- Note: Press **Save** if you would like to save your work before you are ready to press **Complete**.

12. Review the summary screen, and press the **Submit** button to continue.

Summary

Please verify the information displayed below. If it is correct, click Submit

Financial Summary		Non-Financial Summary	
Employee Salary Reduction	\$100.00	Participant Count	156
Employer Match	\$50.00	YTD Compensation	\$0.00
ROTH Deferral	\$0.00	Hours of Service	0.00
Employee Voluntary	\$0.00		
Loan Repayments	\$1,830.87		
Total :			\$1,980.87

Back
Submit
Cancel

13. If no errors are detected, the Work Order's status will change to "AwaitingFundingApproval". Press **View and Approve Funding**.
14. Approve funding to continue.
15. If errors are detected, the Work Order's status will change to **Errors found**. Correct the errors, then select **Submit** and continue.

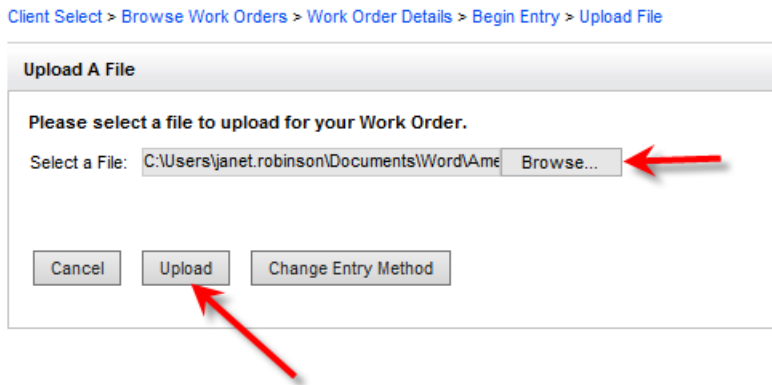
Scenario Three: Populate Work Order via File Upload

This scenario will load data from an external file.

1. Click Create Work Order, and then Add a New Blank Work Order.
2. Click Begin Entry from Browse Work Order or Work Order Detail screen.
3. Select Change Entry Method button.
4. Choose Populate Work Order via File Upload.



5. Browse to "TRN001" and press **Upload** button.



6. Go to Work Order Browse screen.

Participant Validation Messages

Filter on: Error Level All Search Reset


#	Field	Original Value	Current Value	Validation Type	Error Level	Ack ?	Error Description
150828822: 150828822, NAME							
1	Loan Payment 1	0	0	HOST	Error		LN00125 - No loan records found
	Loan Payment Loan Amount 1	1387.00	1387.00				
2				LIGHT	Warning		DVW00577 - Loan Number 1 or Loan Payroll Id 1 must be populated and cannot be zero.
158751090: 158751090, NAME							
3	Date of Termination			HOST	Warning		CN00011 - You have attempted to process a contribution for a participant that has a terminated status. Please contact your Ameritas Customer Service Representative for assistance.
4	Loan Payment 1	0	0	HOST	Error		LN00125 - No loan records found
	Loan Payment Loan Amount 1	42724.00	42724.00				
5				LIGHT	Warning		DVW00577 - Loan Number 1 or Loan Payroll Id 1 must be populated and cannot be zero.

Showing 1 - 2 of 2 first | prev | next | last Page 1 of 1 Go

View All Participants Move Exceptions Move All Exceptions Ignore Exceptions Save

- a. Initially, this new work order will be listed as “Loading” on the **Work Order Browse** screen.

[Client Select](#) > [Browse Work Orders](#) > [Work Order Details](#)

Work Order Detail	
Work Order ID: 1360 Work Order Sequence: 2 Work Order Type Description: Scenario Four Upload Participant Group(s): TRN001 Frequency: Weekly Generation Method: Manual	Start Date: 2/15/2014 End Date: 2/21/2014 Due Date: 2/21/2014 Status: Loading  Amount: \$0.00


Work Order Activity Status		
Work Order Activity Name	Activity Start Date	Performer
Initiate Work Order	2/28/2014 1:54:00 PM	Robinson, Janet (JRTEST)
Initiate Payroll	2/28/2014 1:54:04 PM	Robinson, Janet (JRTEST)
Work Order Entry	2/28/2014 1:55:00 PM	Robinson, Janet (JRTEST)
Initiate Payroll	2/28/2014 1:55:55 PM	Robinson, Janet (JRTEST)
Work Order Load	2/28/2014 1:59:15 PM	N/A

- b. Once the status for this file changes to “ErrorsFound”, click the Correct Errors button.

7. This work order has errors that we will move to an exception work order to research later.
8. Provide reason for moving to an exception work order and click **OK**.

Move Exceptions

Move Exception Reason: x

Due Date: 

9. Click the **Complete** button.
10. Click **Submit**.

- View the Exception Work order. Since the due date is in the future, the Date To on the Browse screen will need to be changed to future date. Then select the **Search** button.

Client Select Browse Work Orders Create Work Order Bank Information Reports

Client Select > Browse Work Orders

Work Order Search

Work Order Type: [- Workorder Type -] Date From: 1/28/2014 Date To: 3/1/2014 Status: [- Status -]
 Generation Method: [- Generation Method -] Frequency: [- Frequency -] Group: [- Participant Group -]

Work Order Listing

Work Order Description	Group	Due Date	Frequency	Type	Method	Status	Amount	Actions
upload	TRN001	3/1/2014	Weekly	Training Plan 01 Payroll	Exception	In Process	\$44,721.22	[Icons]
Scenario Four Upload	TRN001	3/1/2014	Weekly	Training Plan 01 Payroll	Exception	In Process	\$44,721.22	[Icons]

- Select the View Data icon on the Exception Work Order. Notice only the two participants with errors are in the work order.

Enter Data

Common Data				Address			
SSN	Last Name	First Name	Middle Initial	Line 1 Address	Line 2 Address	City	State
* 150628822	150628822	NAME	D	150628822 ADDRESS		Indiana	Pennsy
* 158751090	158751090	NAME	E	158751090 ADDRESS		Marion Center	Pennsyl

Sho first | prev | next | last Page 1 of 1 Go << PrevRecord NextRecord >>

Asterisks indicate errors

Participant	Validation Type	Code	Severity	Message
150628822, NAME	LIGHT	DVW00577	Warning	Loan Number 1 or Loan Payroll Id 1 must be populated and cannot be zero.
150628822, NAME	HOST	LN00125	Error	No loan records found

Validation messages show up below spreadsheet data

[Edit Data](#) [View Totals](#)

Scenario Four: Add New Participants

1. After data from prepopulate, copy or upload has been loaded to DVW, new participants can be added. Blank rows will be available on the last page of data.
2. Navigate to the last page of data by selecting the **next** link or by entering the last page number and selecting the **Go** button.

Enter Data

Common Data					Address	Dates	Compliance	Other	Contributions	Loans
Delete	SSN	Last Name	First Name	Middle Initial	Line 1 Address					
<input type="checkbox"/>	166093528	166093528	NAME		166093528	ADDRESS				
<input type="checkbox"/>	170292675	170292675	NAME		170292675	ADDRESS				
<input type="checkbox"/>	170293034	170293034	NAME		170293034	ADDRESS				
<input type="checkbox"/>	170473198	170473198	NAME		170473198	ADDRESS				
<input type="checkbox"/>	171554713	171554713	NAME		171554713	ADDRESS				
<input type="checkbox"/>	178428151	178428151	NAME		178428151	ADDRESS				
<input type="checkbox"/>	179410175	179410175	NAME		179410175	ADDRESS				
<input type="checkbox"/>	179512628	179512628	NAME		179512628	ADDRESS				
<input type="checkbox"/>	188229320	188229320	NAME		188229320	ADDRESS				
<input type="checkbox"/>	191512317	191512317	NAME		191512317	ADDRESS				

Showing 1 - 10 of 156 first | prev | **next** | last Page 1 of 16 Go Rows Per Page (Max. Limit : 40) 10 Apply

Back Save Complete Cancel Add Rows View Totals Change Entry Method

3. Blank rows will be available for adding new participants.

Filter Data

Filter on - Select A Column - Search Reset

Enter Data

Common Data					Address	Dates	Compliance	Other	Contributions	Loans
Delete	SSN	Last Name	First Name	Middle Initial	Line 1 Address	Line 2 Address	City	State		
<input type="checkbox"/>	205986572	205986572	NAME		205986572		Indiana	Pennsylvania		
<input type="checkbox"/>	208449582	208449582	NAME		208449582		INDIANA	Pennsylvania		
<input type="checkbox"/>	208530800	208530800	NAME					- State -		
<input type="checkbox"/>	210355849	210355849	NAME		210355849		ALTOONA	Pennsylvania		
<input type="checkbox"/>	211471314	211471314	NAME		211471314		Indiana	Pennsylvania		
<input type="checkbox"/>	276449187	276449187	NAME		276449187		STATE COLI	Pennsylvania		
<input type="checkbox"/>								- State -		
<input type="checkbox"/>								- State -		
<input type="checkbox"/>								- State -		
<input type="checkbox"/>								- State -		

4. Add data to the blank rows and then select the **Save** or **Complete** button. If more rows are needed, select the **Add Rows** button.

Enter Data

Common Data					Address		Dates	Compliance	Other	Contributions	Loans
Delete	SSN	Last Name	First Name	Middle Initial	Line 1 Address	Line 2 Address					
<input type="checkbox"/>	205986572	205986572	NAME		205986572 ADDRESS						
<input type="checkbox"/>	208449582	208449582	NAME		208449582 ADDRESS						
<input type="checkbox"/>	208530800	208530800	NAME								
<input type="checkbox"/>	210355849	210355849	NAME		210355849 ADDRESS						
<input type="checkbox"/>	211471314	211471314	NAME		211471314 ADDRESS						
<input type="checkbox"/>	276449187	276449187	NAME		276449187 ADDRESS						
<input type="checkbox"/>	112233445	White	Robin								
<input type="checkbox"/>	222233334	Jones	Tracy								
<input type="checkbox"/>	444444445	Massey	John								
<input type="checkbox"/>	555556666	Parker	Brandon								

Showing 151 - 156 of 156 first | prev | next | last Page 16 of 16 Go << PrevRecord NextRecord >>

Back Save Complete Cancel Add Rows View Totals Change Entry Method

Scenario Five: View Banking Information

In this scenario, we will view the banking information on file. This information will be used when a client is set up with the ACH debit method for funding.

1. Select Banking Information Link.

Client Select Browse Work Orders Create Work Order Bank Information Reports

Client Select > Browse Work Orders

Work Order Search

Work Order Type: Workorder Type Date From: 2/1/2014 Date To: 2/28/2014 Status: Status

Generation Method: Generation Method Frequency: Frequency Group: Participant Group

Search Reset

Work Order Listing

Work Order Description	Group	Due Date	Frequency	Type	Method	Status	Amount	Actions
Training Plan 01 21-Feb-2014 Weekly	TRN001	2/21/2014	Weekly	Training Plan 01 Payroll	Recurring	Errors Found	\$93,026.52	
Test auto add	TRN001	2/21/2014	Daily	Training Plan 01 Payroll	Manual	Awaiting Funding Approval	\$140.00	

2. View Banking information.

Client Select Browse Work Orders Create Work Order Bank Information Reports

Client Select > Browse Banking Information

Bank Information Browse

Plan Name	Bank Name	Account Number	Account Type	Action
TRN001	Bank of Oklahoma	22213154646445	S	Edit

Showing 1 of 1 first | prev | next | last Page 1 of 1 Go

- Note that some users will not be able to update banking via DVW. For these users the Edit link under Action will be grayed out. Users with roles such as Plan Sponsor Master will be able to update banking via DVW. Their Banking Information screen will look like this:

Plan Name	Bank Name	Account Number	Account Type	Action
TRN001	Bank of Oklahoma	222131546468445	S	Edit

Showing 1 of 1 first | prev | next | last Page 1 of 1 Go

Scenario Six: Generate Report

In this scenario, we will generate a report from the DVW Sponsor Portal.

- Select Reports Link.

Work Order Description	Group	Due Date	Frequency	Type	Method	Status
Training Plan 01 21-Feb-2014 Weekly	TRN001	2/21/2014	Weekly	Training Plan 01 Payroll	Recurring	Errors Found
Test auto add	TRN001	2/21/2014	Daily	Training Plan 01 Payroll	Manual	Awaiting Funding Approval
Test upload	TRN001	2/20/2014	Daily	Training Plan 01 Payroll	Manual	Errors Found
2/19 Payroll	TRN001	2/19/2014	Weekly	Training Plan 01 Payroll	Manual	Awaiting Funding Approval

2. Select report and value report parameters.

[Client Select](#) > [Browse Reports](#)

Reports:

Select a report
 WorkOrders Summary Report ▼

Date From :

Date From : 1/1/2014

Date To:

Date To: 2/26/2014

Clients:

Select a Client

Selected Clients :

Training Plan 01

3. View report online. Report can also be downloaded into various formats.

Viewer: (WorkOrders Summary Report)

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Work Order Summary Report

Workorder Summary processed for the period from: 01/01/2014 to: 02/26/2014

Client	WO Type	WO Frequency	Total Count	On Time	Late	Avg Days Late
TRN001	PAYROLL	Daily	2	0	2	6
TRN001	PAYROLL	Weekly	6	0	6	9
TRN001	PAYROLL	Biweekly	1	0	1	6

Scenario Seven: Generate a Feedback File

In this scenario, we will generate a feedback file.

1. Select **Create Work Order** link.
2. Select **Add a Blank New Work Order** link.
3. In the Client Work Order Type Name field, select Feedback File.

[Client Select](#) > [Create Work Order](#) > [Add Work Order](#)

Add Work Order

Client Name:

Client Work Order Type Name: - Workorder Type -
FeedbackFile ← *

Description: *

StartDate: *

EndDate: *

DueDate: *

Frequency: *

* - Designates Required Field.

[Back to Create a Work Order](#)

4. Code Start and End date using 1/1/2013 to 12/31/2013 to pull data for this scenario. The start and end dates are important and are used by the Recordkeeping to pull data from the Omni environment.
5. Select the **Create** button.
6. Initially the work order will be in New status.

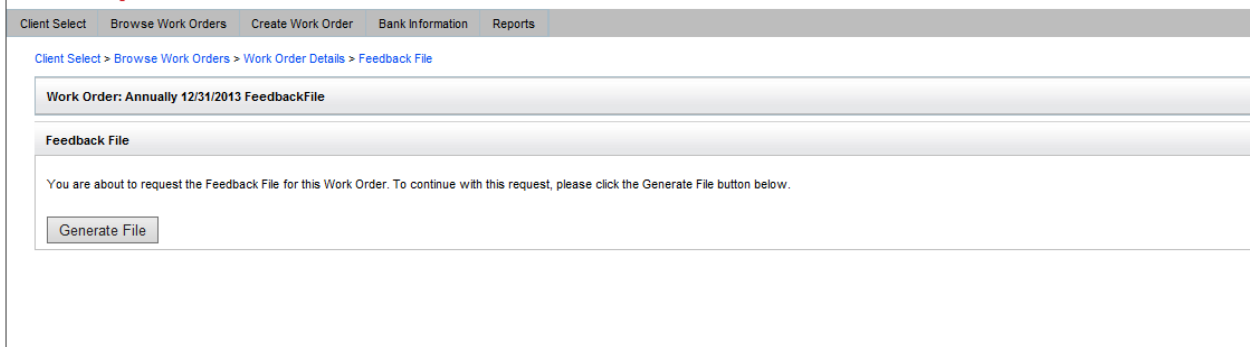
Scenario Eight Feedback File	TRN001	3/14/2014	Annually	FeedbackFile	Manual	New	\$0.00	
Upload	TRN001	3/13/2014	Weekly	Training Plan 01 Payroll	Manual	Errors Found	\$93,501.43	
Upload	TRN001	3/13/2014	Weekly	Training Plan 01 Payroll	Manual	Awaiting Posting	\$521.02	

7. When the file from Omni has been received, the work order status will change to Complete and a download icon will be available.

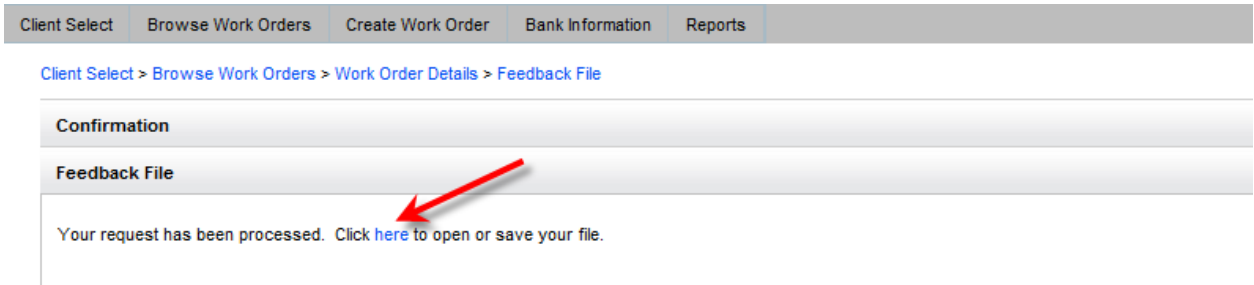
Scenario Eight Feedback File	TRN001	3/14/2014	Annually	FeedbackFile	Manual	Complete ←	\$0.00	←
Upload	TRN001	3/13/2014	Weekly	Training Plan 01 Payroll	Manual	Errors Found	\$93,501.43	
Upload	TRN001	3/13/2014	Weekly	Training Plan 01 Payroll	Manual	Awaiting Posting	\$521.02	

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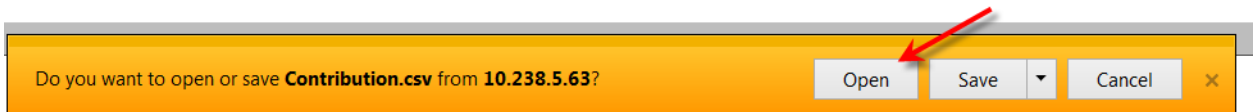
- Select the **Download** icon or the **Download** link. You will be presented with the page below. Select the **Generate File** button.



- After you select the **Generate File** button, you will receive this confirmation screen. Click on the **here** link.



- After you select the **here** link, you will be given an option to open or save the file. Click on the **Open** button.



11. A new window with an Excel spreadsheet will open with the data requested.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Plan	RunDate	RunTime	Source	Source Name	Amount Received	Deducted	Avail. Reserve	Net Contribution	Posted To	Held In Reserve	
2	TRN001	1/11/2013	1944	A	EMPLOYEE	5,807.55	0	0	5,807.55	5,807.55	0	
3	TRN001	1/11/2013	1944	B	ROTH DEF	548.52	0	0	548.52	548.52	0	
4	TRN001	**Total**				6,356.07	0	0	6,356.07	6,356.07	0	
5	TRN001	1/25/2013	1939	A	EMPLOYEE	6,056.88	0	0	6,056.88	6,056.88	0	
6	TRN001	1/25/2013	1939	B	ROTH DEF	494.08	0	0	494.08	494.08	0	
7	TRN001	**Total**				6,550.96	0	0	6,550.96	6,550.96	0	
8	TRN001	2/8/2013	1957	A	EMPLOYEE	5,516.56	0	0	5,516.56	5,516.56	0	
9	TRN001	2/8/2013	1957	B	ROTH DEF	519.65	0	0	519.65	519.65	0	
10	TRN001	**Total**				6,036.21	0	0	6,036.21	6,036.21	0	

Glossary

Create a Work Order - The Sponsor Portal user can create a work order to submit data for a non-recurring event, such as a quarterly rollup match, or an annual profit-sharing contribution.

Data Validation Web DVW - is a payroll, employee maintenance, and census data submission tool which increases the operational efficiency of administering retirement plans. DVW automates some of the more inefficient and expensive bulk data processing tasks. This is accomplished through a customizable processing system which employs easy-to-use web-based user interfaces and pre-defined processes to streamline the data collection processes. DVW enables plan sponsors to submit, validate and correct any issues found in contributions, loan payments, insurance premiums, census information, participant indicative information or other administrative data online. DVW validates the data against rules and identifies data with problems or inconsistencies. Payroll files submitted in good order may be consumed, processed and posted to the recordkeeping system without any further Recordkeeper intervention. Files that do not meet these standards generate email notifications for error correction.

Dates

Start Date – Beginning of the effective date range of your payroll cycle.

End Date – Ending of the effective date range of your payroll cycle.

Due Date – The date DVW sends the data to the host recordkeeping system for posting and trading if financial transactions exist and funding has been approved by 1:00 pm ET the day before.

Days Prior to Due Date – The number of days prior to the Due Date a Work Order will be generated and the client is notified a new Work Order exist.

Funding Days Prior to Due Date – The number of days prior to the Due Date funding needs to be sent (wire or check) so the Work Order is applied on the Due Date.

DVW Administration Portal - allows administrative users to configure the DVW application at the system/tenant and client levels. Within the DVW Administration Portal, the user can configure user permissions, DVW light and host recordkeeping validation overrides, Work Order types and screens, clients, client specific Work Order templates, and custom fields and status label overrides. The DVW Administration Portal can be accessed by internal users only.

DVW Sponsor Portal - allows plan sponsor users and internal users to perform daily activities related to data collection, validation, correction, and funding. Within this portal, authorized users can view historical data submissions and make changes or corrections to open activities. This portal is sometimes also referred to as the User Portal.

Work Order Browse screen allows users to track and manage their work orders by providing a view of all permissible work orders at all stages of the process.

Work Order Detail screen provides additional information about, and actions for, each individual work order, according to configuration and the individual user's permissions.

Delete Work Order functionality allows authorized users to delete Work Orders if necessary.

Initiate Files

Manually Populate Work Order - The sponsor has the ability to enter data into various tabs and fields configured for the screen. The Sponsor Portal user can create a work order to submit data for a non-recurring event, such as a quarterly rollup match, or an annual profit-sharing contribution.

Populate Work Order via File Upload - Users may initiate data files by uploading a file to the DVW application in a predefined format.

Prepopulate With Recordkeeping Data - Loads data into the Work Order by requesting a download of eligible participants from the Recordkeeping system.

Validation History Browse - screen allows a user to access past host validation messages for a Work Order by the date and time they were run. This functionality allows the users to track the history of errors within the Work Order for the purposes of tracking issue resolution and user training needs.

Feedback File functionality provides the sponsor with information regarding changes to processed data that will impact future incoming files and which may need to be communicated to the payroll vendor.

Bank Information screen provides the ability to view the banking information stored in the recordkeeping system for a particular Client.

Reports

Work Order Type Summary Report - This report provides summary data for all Work Orders by type processed.

Work Order Detail Report - This report provides data about Work Orders that are complete or in process for a given date range. The report displays columns for Client, Work Order Description, Work Order Type, Work Order Frequency, Initiation Method, Date Initiated, Due Date, Funding

Requested Date, Uploaded Date, Upload Duration, Financial Total and Current Status. Separate subtotals are provided by Generation Method and by Status.


















Submission Method Report - This report provides a summary of all files submitted by method and work order association for the reporting period.



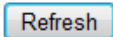
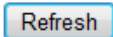









Late Work Order Report - This report provides a list of work orders that are past due or at risk for becoming past due as of the reporting date.

Electronic Submission Exception Report - This report lists the files that could not be associated to a work order. Once associated, the work order would not be listed on the report.

Common Host Validation Errors Report - This report lists the five most common host validation errors that are generated in a given date range for a specified plan or plan group. The report will detail the work order names and types that included the errors, along with the number of error occurrences.

Icon Descriptions

Available Actions	Icon
Begin Entry/Edit Data	
View Work Order Details	
View Notifications	
View Data	
Reset	
Correct Errors	
View Validation History	
View and Approve Funding	
Download Work Order (Feedback Files only)	
Delete Work Order	
Reinstate Work Order	
Request Extract (Census)	
Request Export	
Upload File	
Download Work Order File	
Additional Actions	Icon
Font Increase/Decrease	
Print Options	

Current Status	What should I do next?	
New		Choose "Begin Entry" to process your contribution.
Loading		The system is currently loading the requested data. Refresh occasionally until the status changes.
Awaiting Light Validation		The system is currently validating the data provided. Refresh occasionally until the status changes.
Awaiting Host Validation		The system is currently validating the data provided. Refresh occasionally until the status changes.
In Process	  	<ul style="list-style-type: none"> Go to "View Data" to review the data for each participant. You cannot make any changes on this screen. Go to "Edit Data" to review and update the data for each participant on the work order or add additional participants. Choose "Request Export" to download the participant data into Excel.
Ready for Upload	 	<ul style="list-style-type: none"> Choose "Download Work Order File" to open the exported file in Excel. Choose "Upload File" to import the edited data back into DVW.
Errors Found	 	<ul style="list-style-type: none"> Go to "Correct Errors" to see only the participants that have errors and correct their data. Go to "Edit Data" to see the information for all participants; the participants with errors are indicated by an asterisk.
Awaiting Funding Approval		Choose "View and Approve Funding" to review the totals and submit the work order for funding via ACH or check.
Awaiting Posting		The system will process the payment that has been submitted. If payment is made via ACH it will process overnight. If payment is being made via check, please mail it for the amount of the funding total.
Any status		Choose "Reset" to bring the work order back to a new state. If you choose this option you will lose any progress made on the task.
Completed		This work order is complete and no further action is required.