31 May 2023

SMR Batch Process

Overview

Introduction

This guide provides the procedures for the Servicing Personnel Office (SPO) to start or stop a Coast Guard Standard Meal Rate (CGSMR) Batch request for an entire Cutter/Unit with a single transaction in Direct Access (DA).

NOTE: This feature is programmed to start new EABP Instances OR stop open EAPB Instances due to Galley Closures, etc. This feature may also be used to correct/change a Stop Date for a Cutter/Unit.

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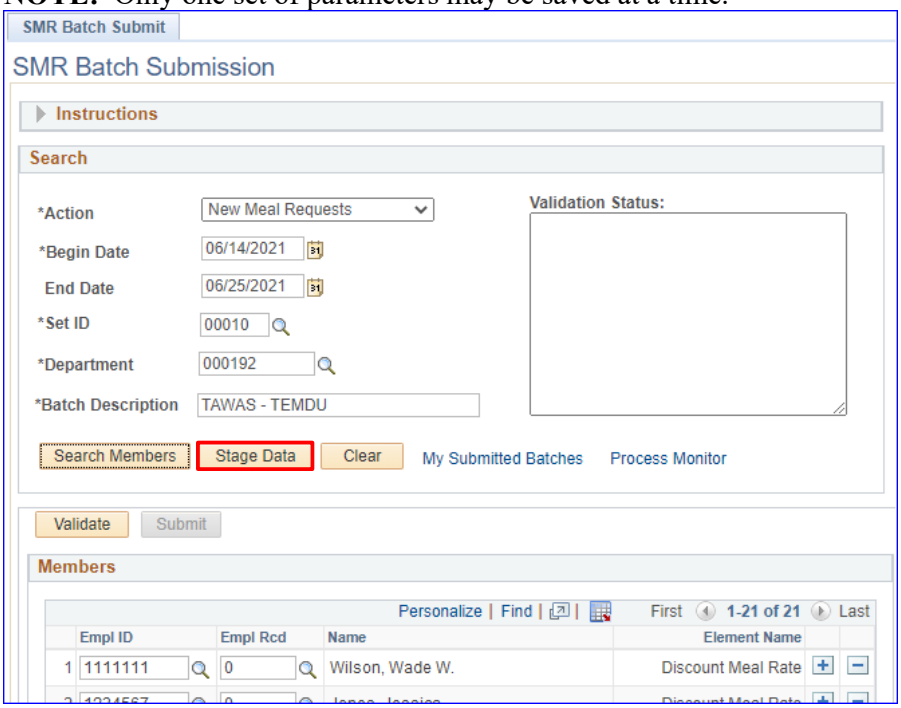
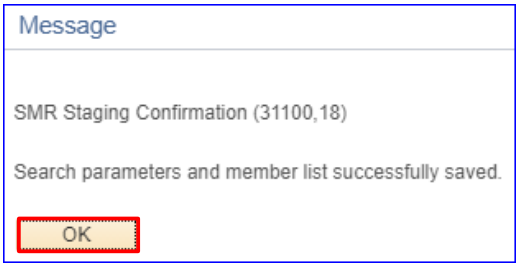
Overview, Continued

Stage Data

If an SMR Batch Submission is started but unable to be completed at that time, click Stage Data to save the SMR Batch Search parameters. Upon return to the SMR Batch Submission process, the Staged Data will populate automatically.

NOTE: Only one set of parameters may be saved at a time.





SMR Batch – New Meal Requests

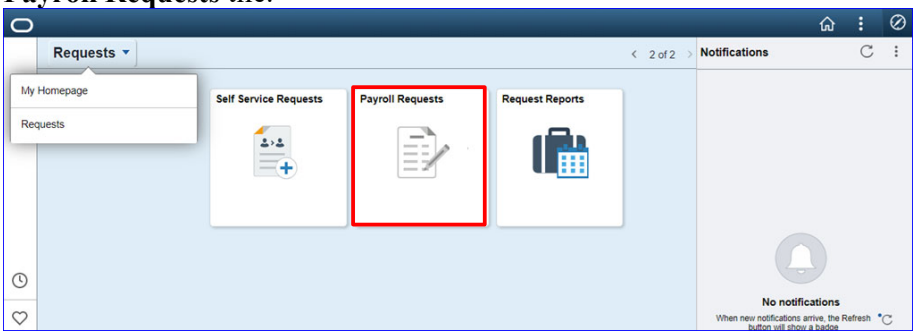
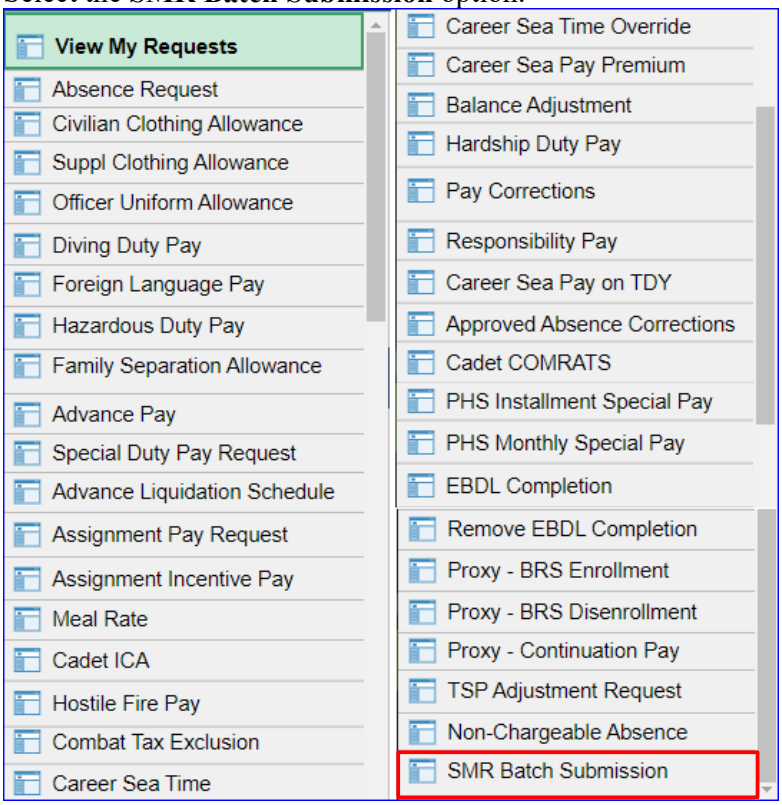
Introduction

This section provides the procedures for the SPO to start a **new** SMR Batch request in DA.

NOTE: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the Starting CG Standard Meal Rate (CGSMR) process.

Procedures

See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Requests** tile. 
1.5	Select the **SMR Batch Submission** option. 

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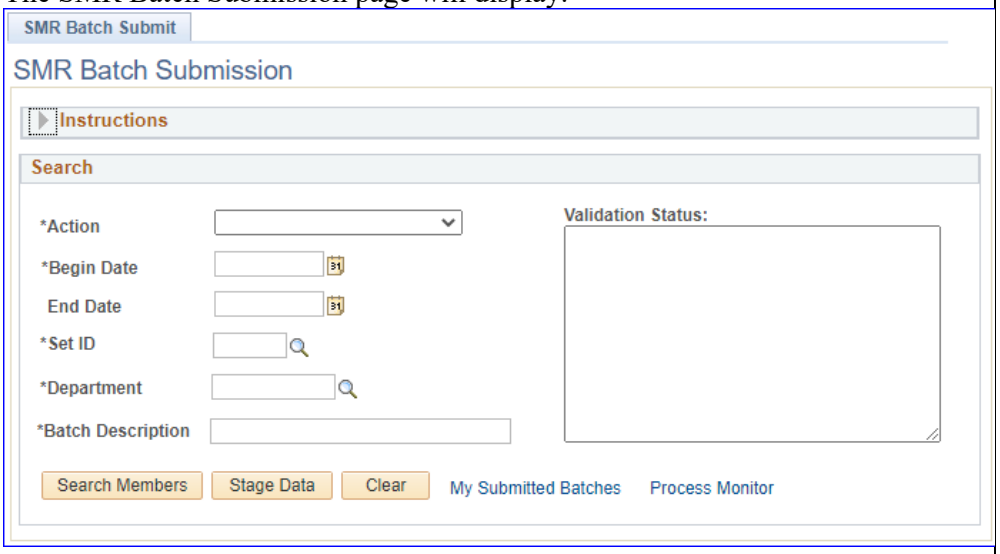
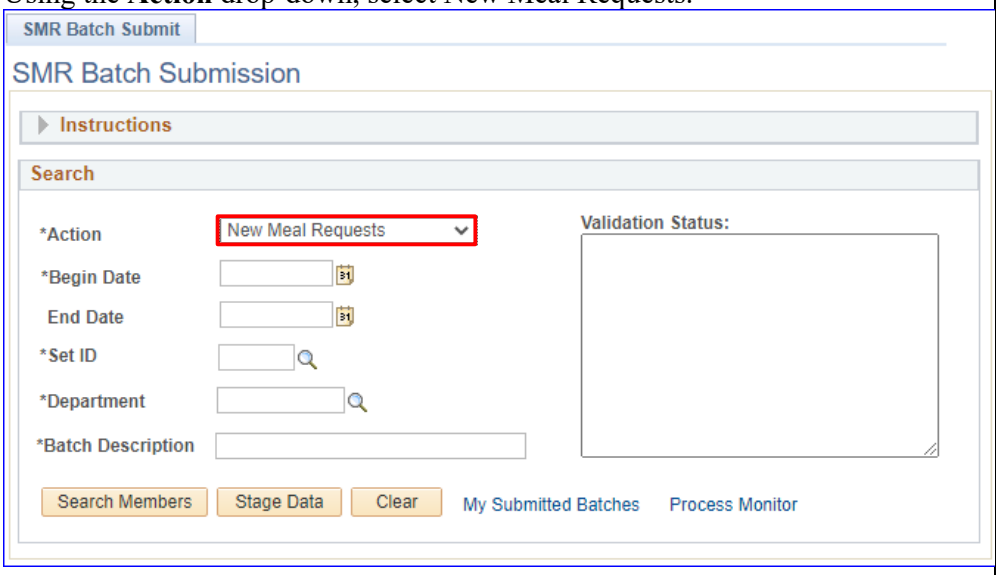
Procedures,
continued

Step	Action
2	The SMR Batch Submission page will display. 
3	Using the **Action** drop-down, select New Meal Requests. 

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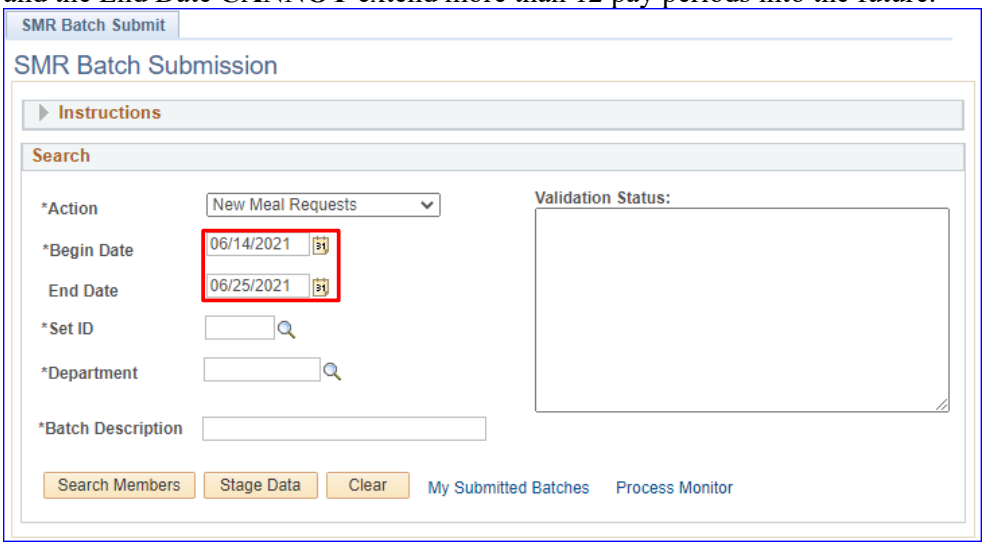
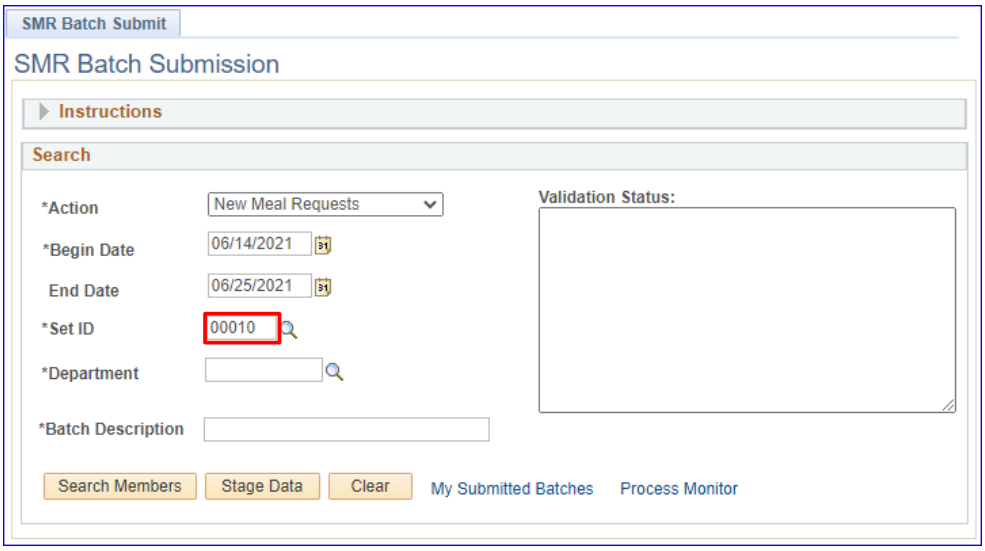
Procedures,
continued

Step	Action
4	Enter a **Begin Date** (required). Enter an **End Date** (optional). **NOTE:** The Begin Date **CANNOT** date more than 24 pay periods into the past and the End Date **CANNOT** extend more than 12 pay periods into the future. 
5	Enter 00010 for the **Set ID**. 

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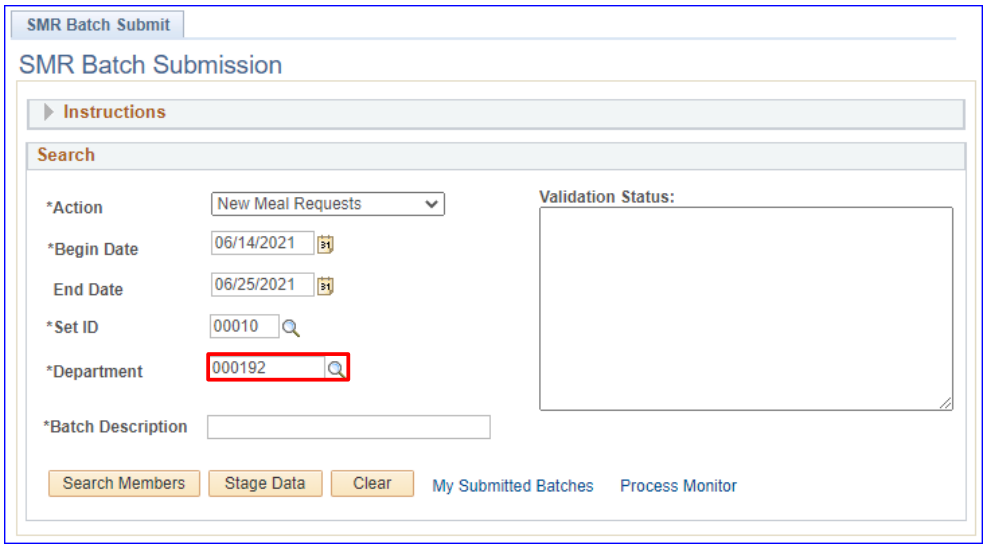
Procedures, continued

Step	Action
6	Enter the **Department** ID number for the Cutter/Unit who will require CGSMR to be started.



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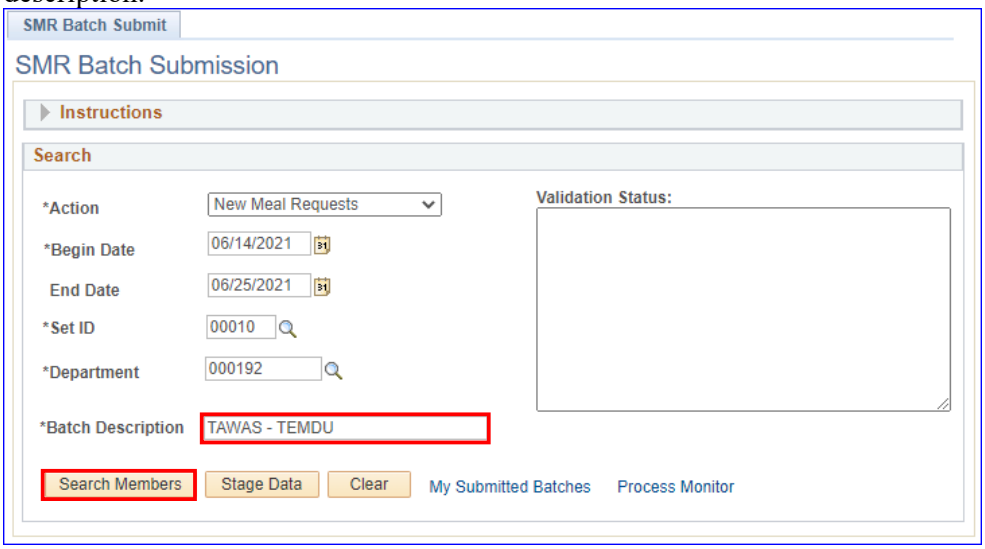
Procedures,
continued

Step	Action
7	Enter a **Batch Description**. This is a **required** field and is limited to 50 characters (see Note). Click **Search Members**. **NOTE:** The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description. 

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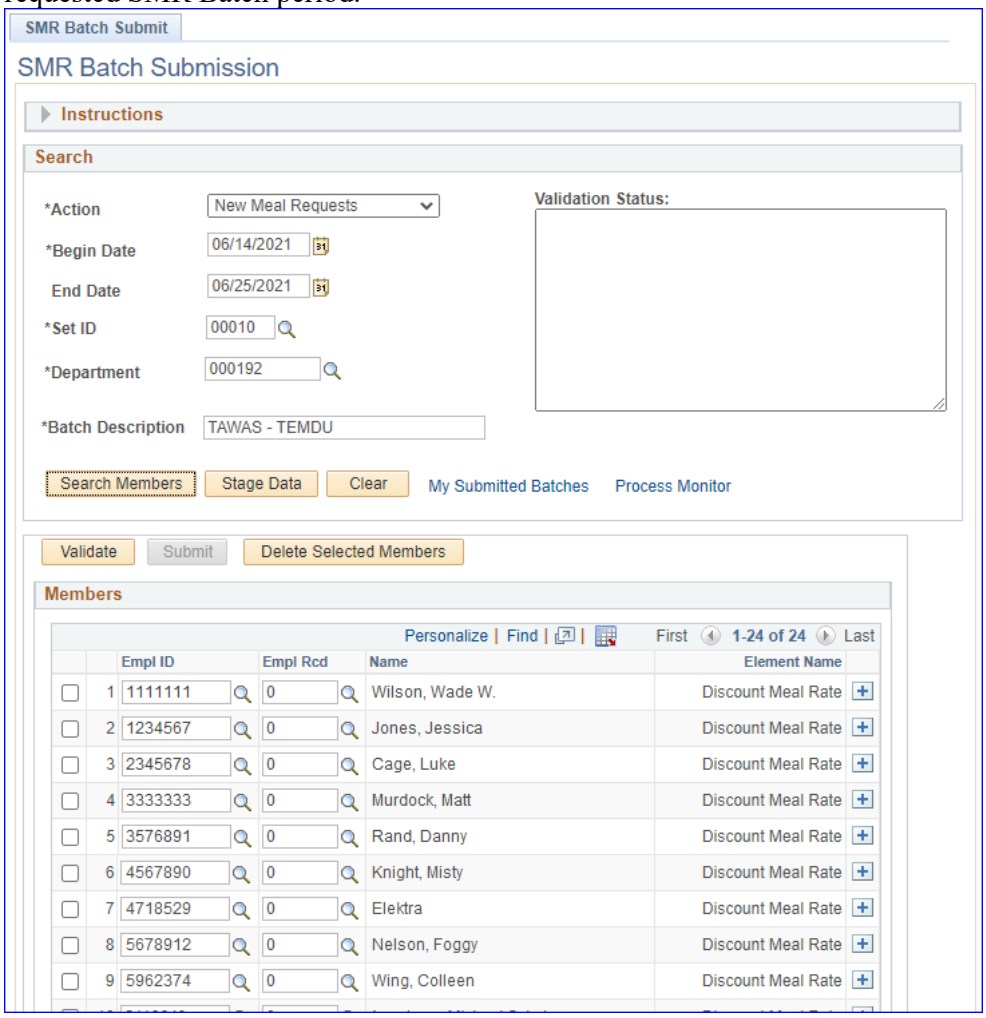
Procedures,
continued

Step	Action
8	A list of the **Members** assigned to the Department ID will display. Review the list of members to ensure all personnel who should be included in the batch are listed. • To **add** a member(s), see **Step 9**. • To **remove** a member(s), see **Step 10**. **IMPORTANT:** When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a **Reservist** to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period. 

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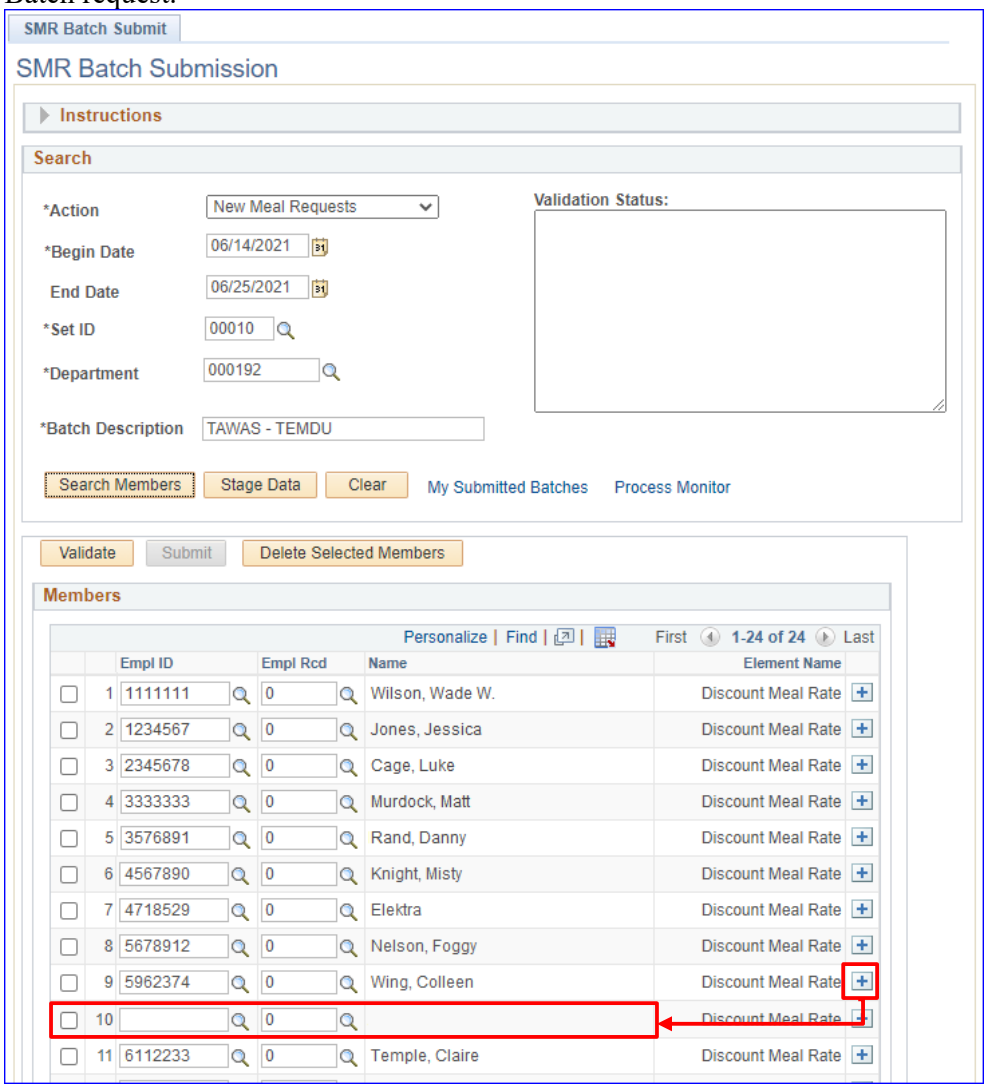
Procedures,
continued

Step	Action
9	To add a member to the list, click the **(+)** button on any row. This will insert a blank row. Use the **Lookup** or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and **press Enter or the Tab key**. Repeat as necessary. **NOTE:** Members assigned to other Department IDs may be added to the SMR Batch request. 

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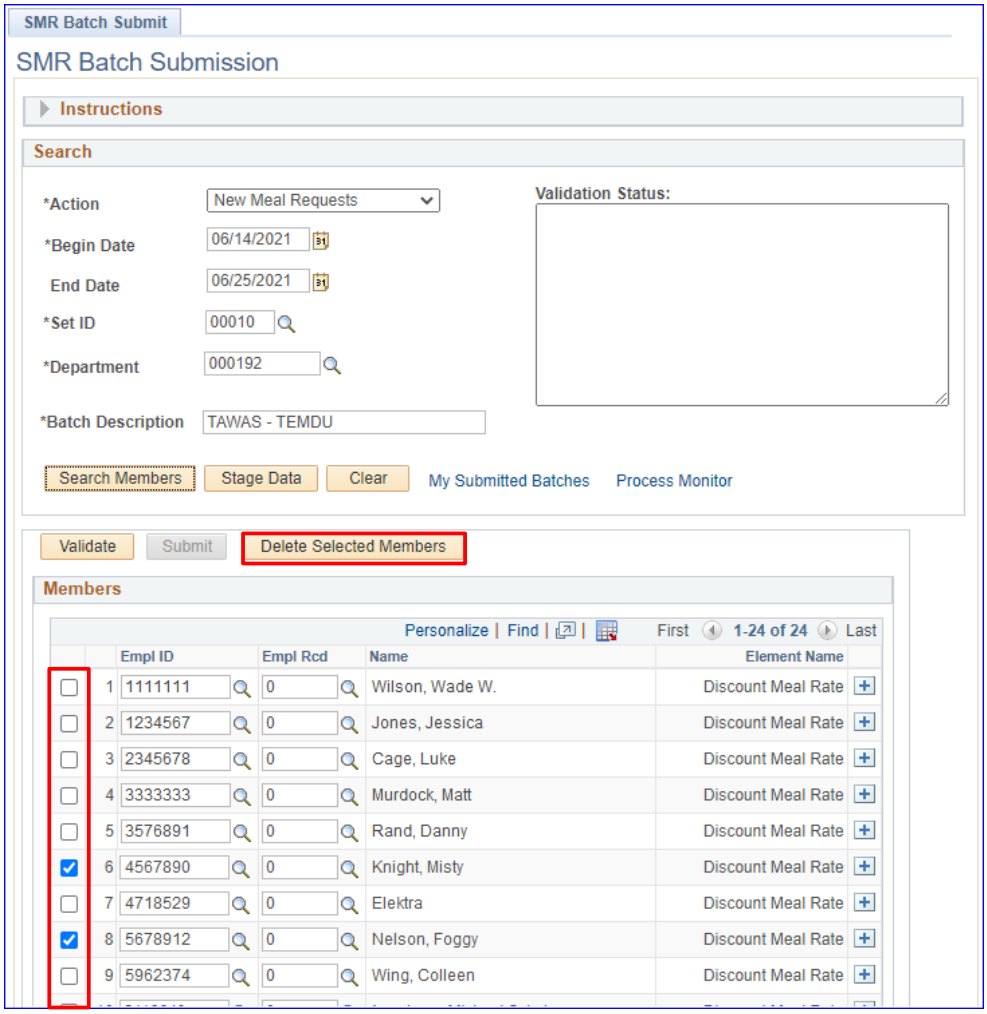
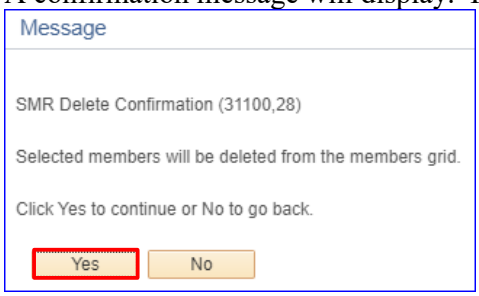
Procedures, continued

Step	Action
10	To remove a member, check the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click **Delete Selected Members**.



A confirmation message will display. If sure, click **Yes**.



Continued on next page

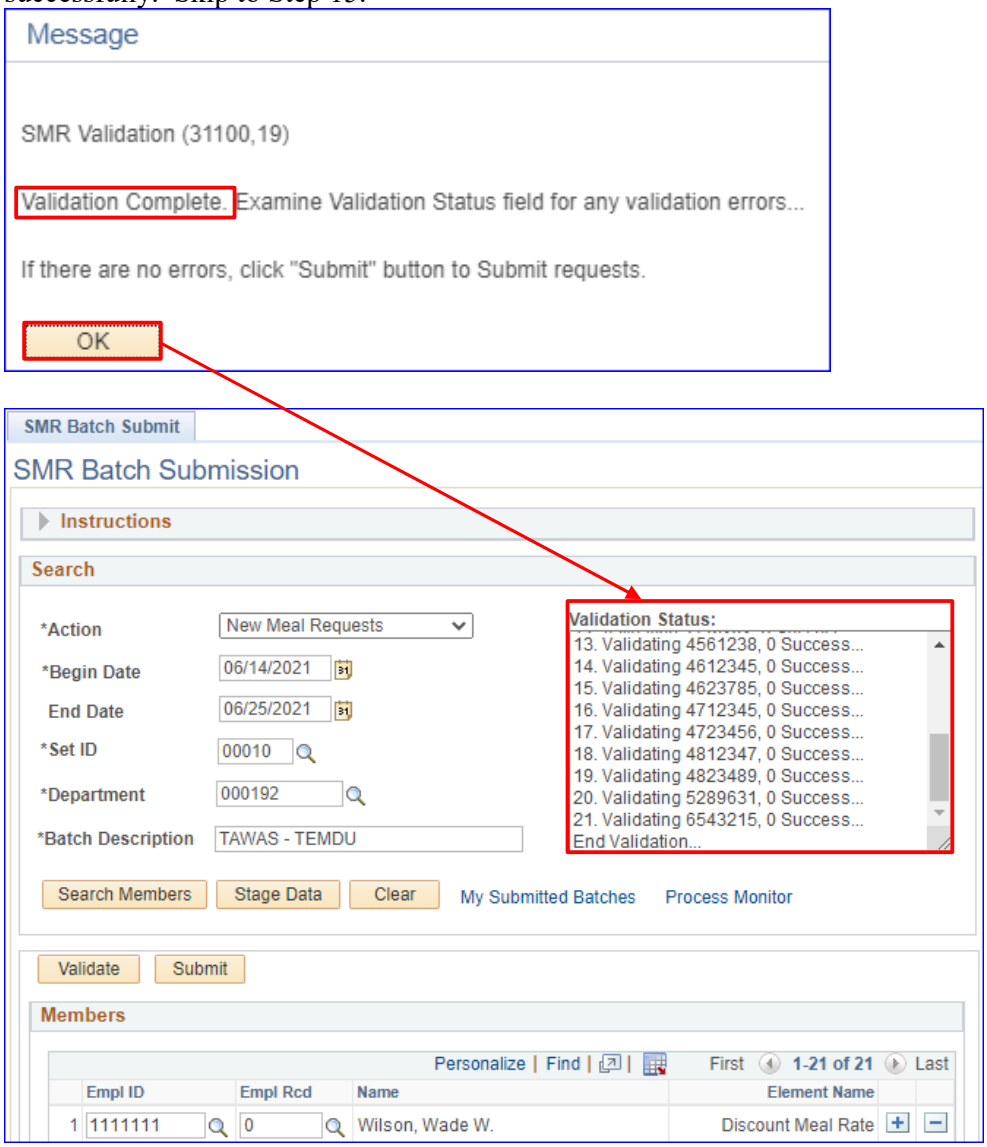
Procedures, continued

Step	Action
11	Once the list of members has been reviewed and verified, click **Validate**.
12	A confirmation message will display. Click **Yes** to begin the Validation Process.

Continued on next page

Procedures, continued

Step	Action
13	A Validation message will display. It should indicate **Validation Complete (if not, see Step 14)**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Skip to Step 15.



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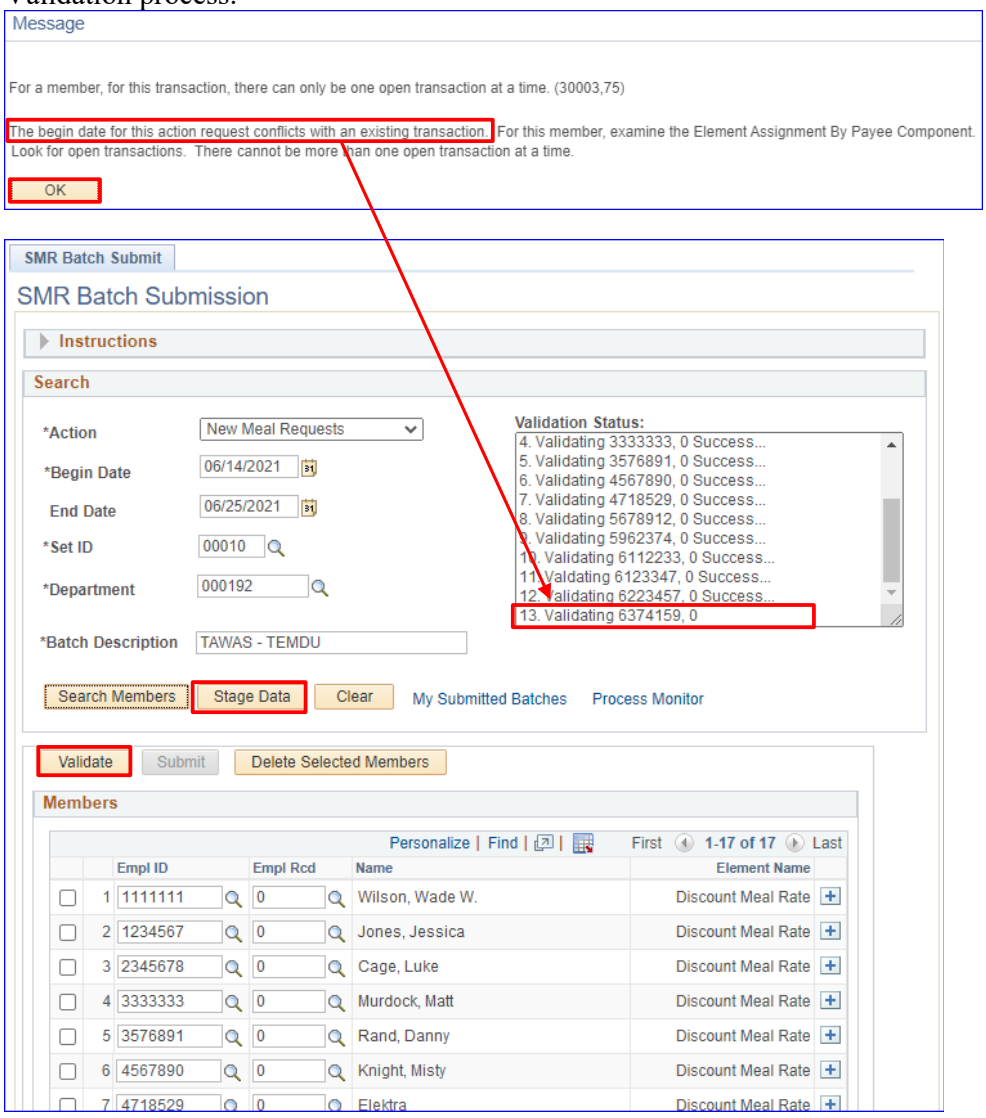
Procedures,
continued

Step	Action
14	During the validation process, if a member **already has SMR running** for the period specified in the request, the following message will display. Click **OK**. To determine which member the message applies to, see the **Validation Status** block of the SMR Batch Submission. The Validation Status will pause at the affected member. Click **Stage Data** to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; OR see **Step 10** for instructions on removing the member, then click **Validate** again to continue the Validation process. 

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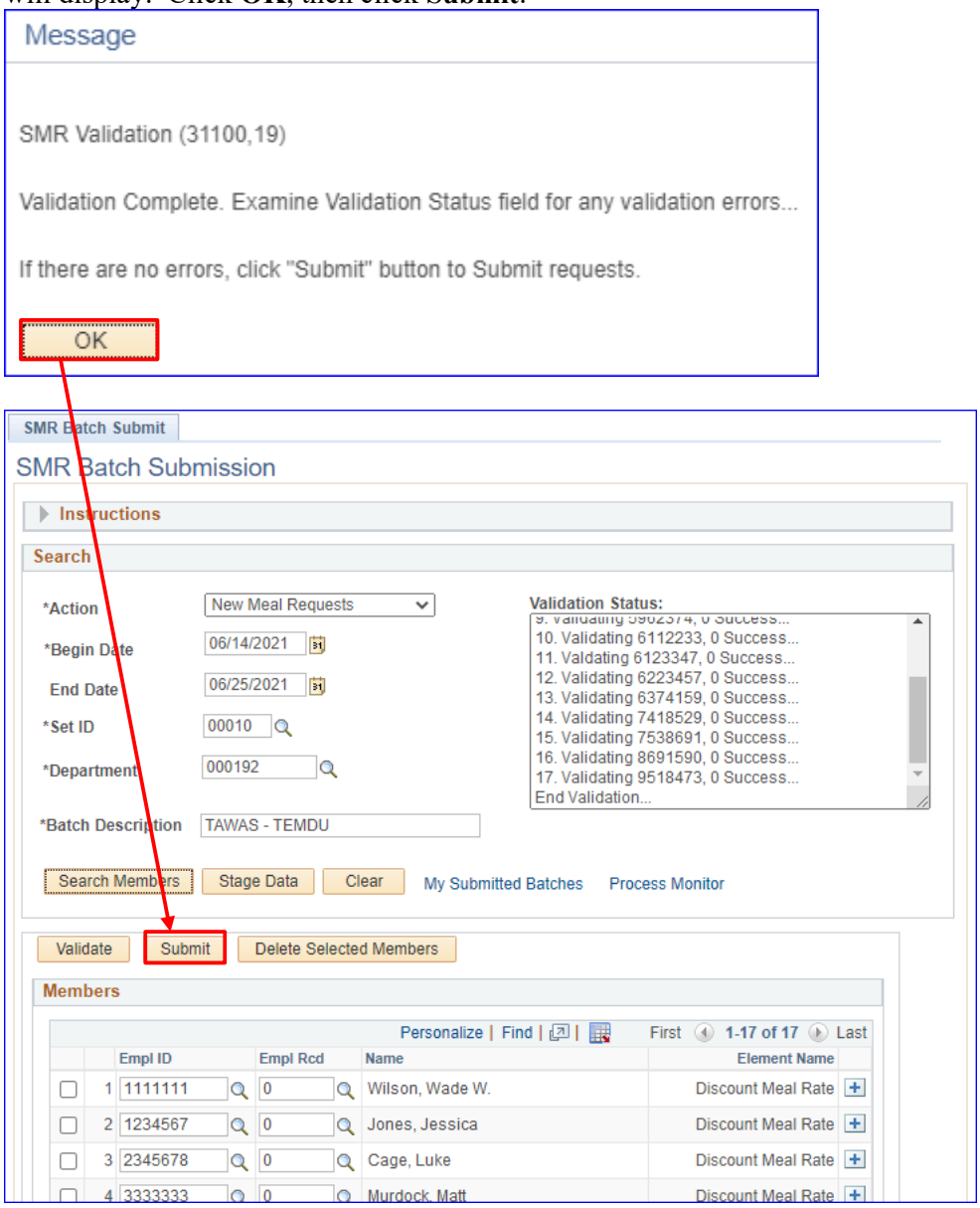
Procedures, continued

Step	Action
15	Once the Validation process has successfully completed, a confirmation message will display. Click **OK**, then click **Submit**.



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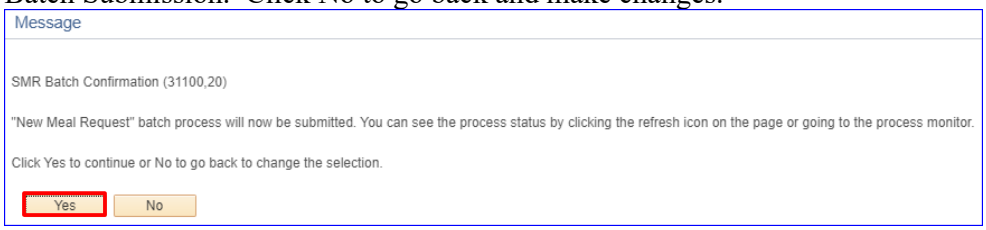
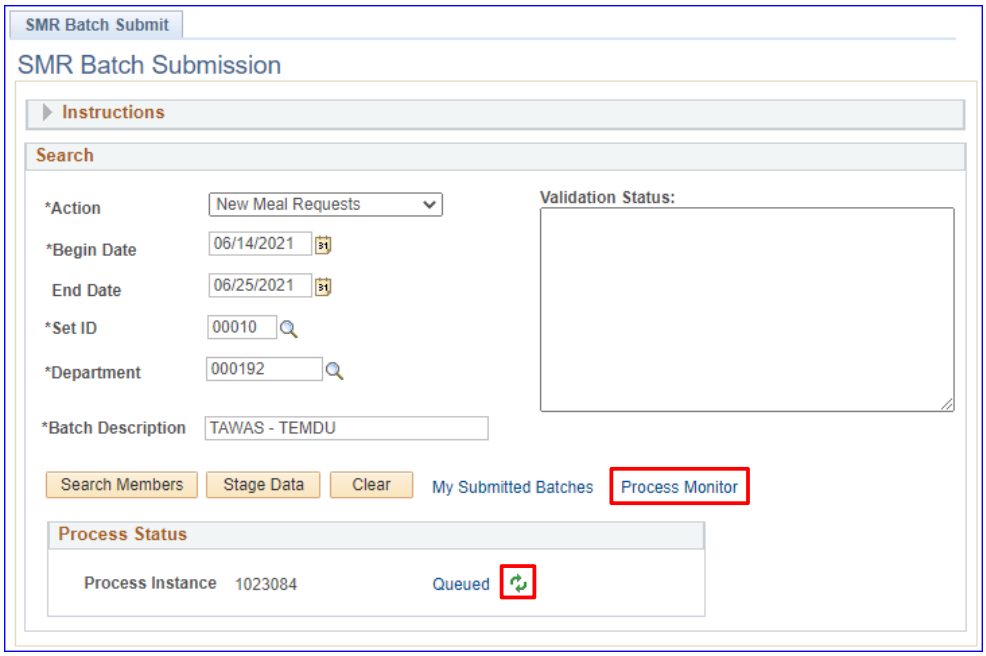
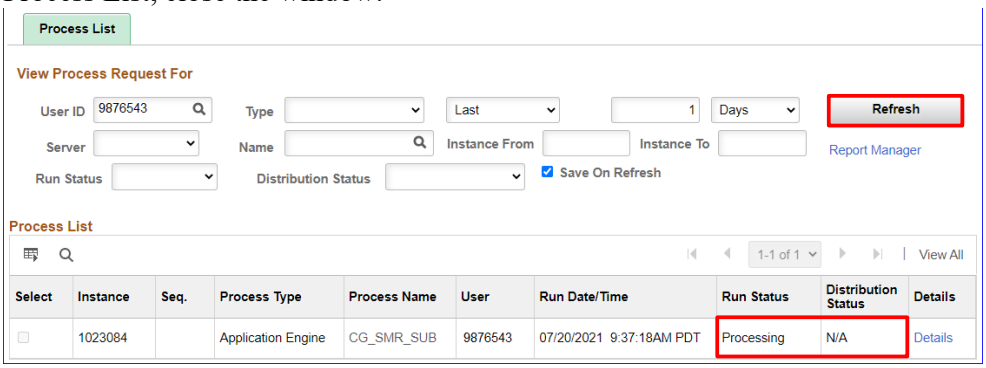
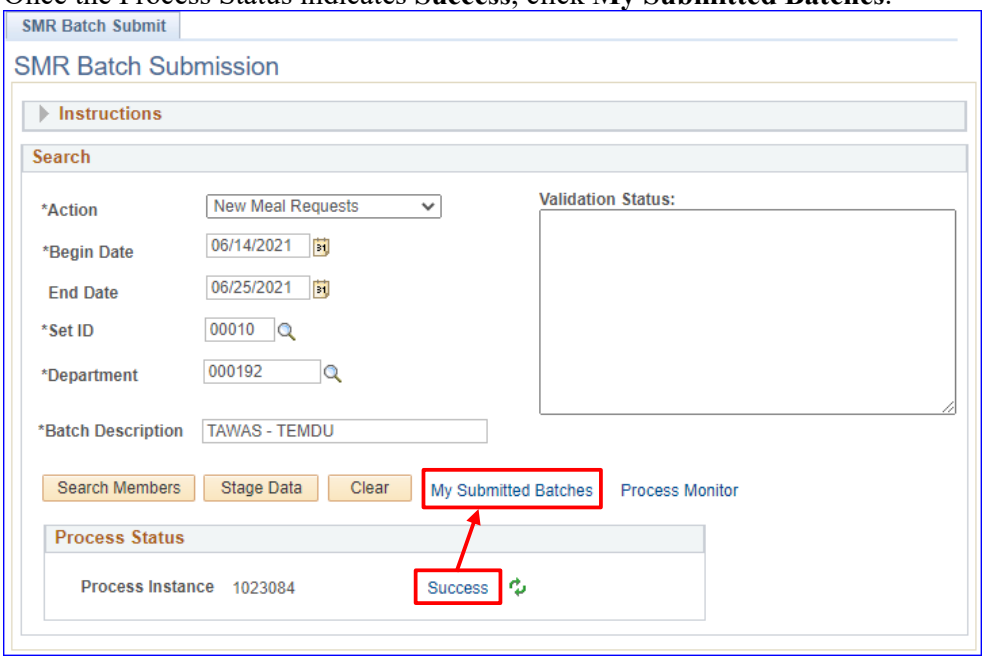
Procedures,
continued

Step	Action
16	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. 
17	The Process Status box will display where the Members list had been. **Click** the green arrows ( ) to refresh the Process Status until it indicates Success (skip to Step 19) **or** click **Process Monitor** to open the Process List (see Step 18). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click **My Submitted Batches** to view the status of the batch. 

Continued on next page

Procedures, continued

Step	Action
18	The Process List will open in a new window. Click **Refresh** until the Run Status indicates **Success** and the Distribution Status indicates **Posted**. To exit the Process List, close the window. 
19	Once the Process Status indicates **Success**, click **My Submitted Batches**. 

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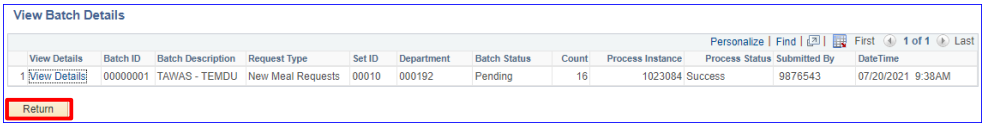
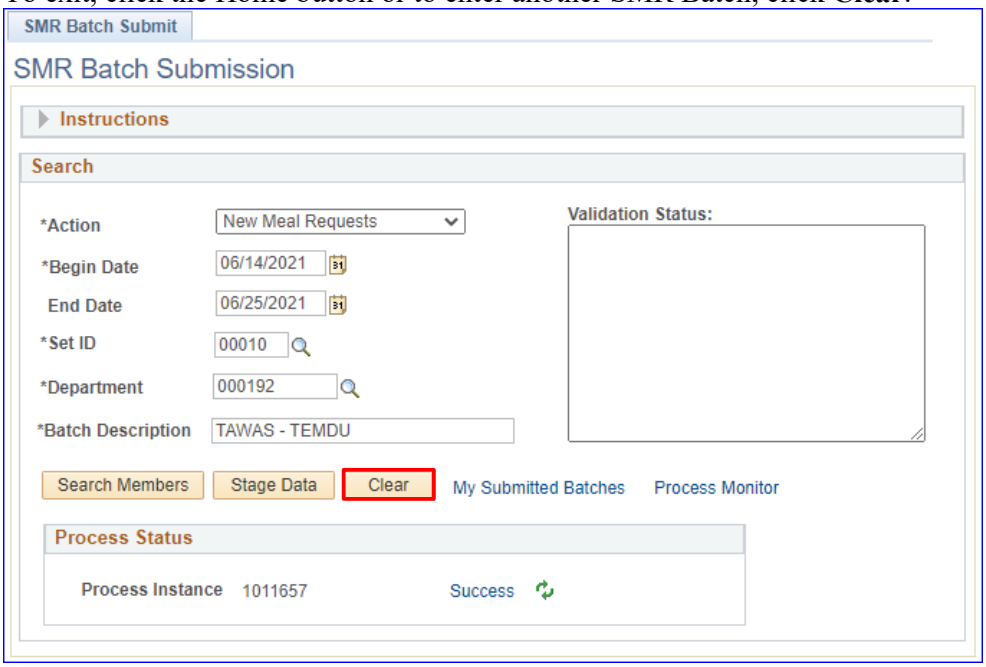
Procedures,
continued

Step	Action
20	The Batch Details will display. Make a note of the **Batch ID** for the SMR Batch just completed. The Approver will need this to locate the SMR Batch for approval. Click **Return** to close the Batch Details. 
21	The SMR Batch is now awaiting approval. To exit, click the Home button or to enter another SMR Batch, click **Clear**. 

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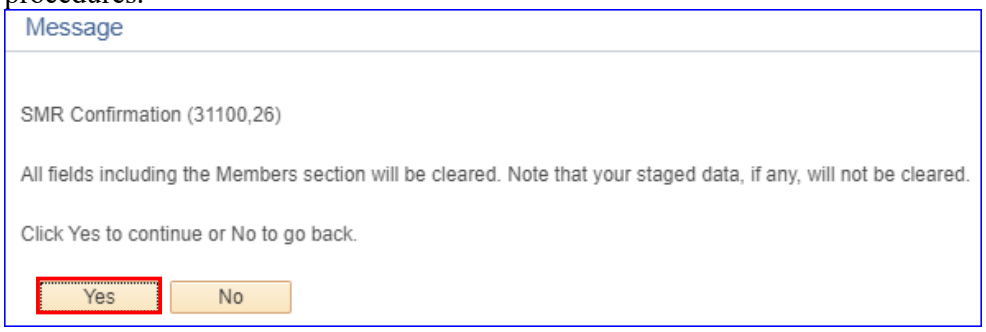
SMR Batch – New Meal Requests, Continued

Procedures,
continued

Step	Action
22	Click **Yes** and return to the beginning of this guide and follow the appropriate procedures. 

SMR Batch – Stop Active Requests

Introduction

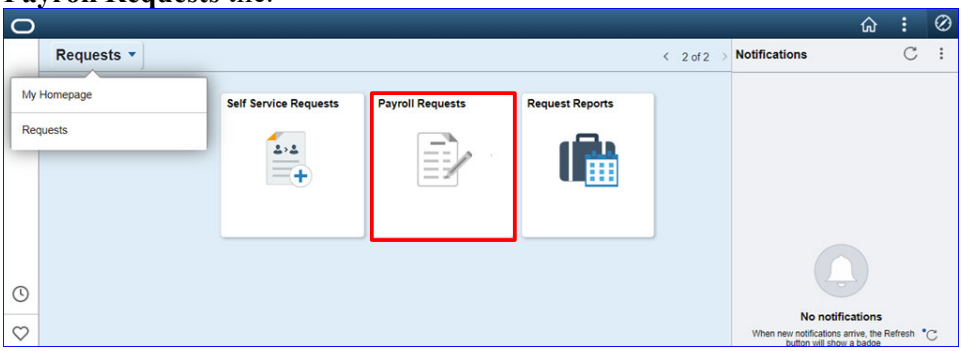
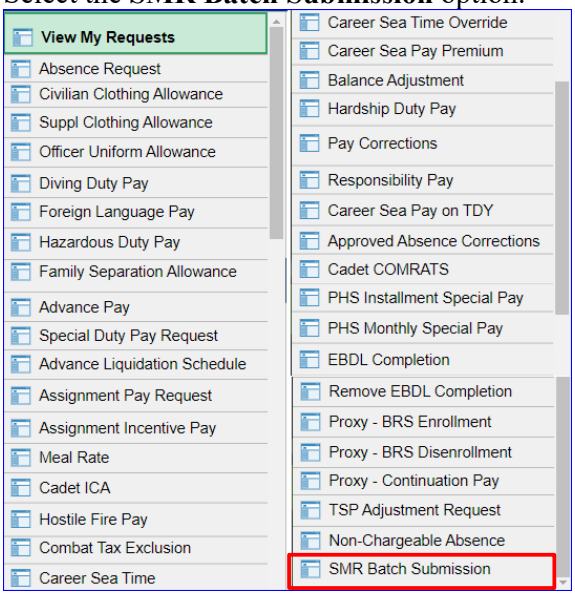
This section provides the procedures to stop or update **actively running** SMR transactions in DA.

NOTE 1: If SMR is only to be stopped temporarily, it is important to submit a New Meal Request SMR Batch immediately to restart SMR as appropriate. See the SMR Batch – New Meal Requests section for procedures on restarting SMR.

NOTE 2: Out-of-Range SMR transactions cannot be processed using the SMR Batch Submission process. Individual transactions must be entered using the Pay Corrections Action Request process.

Procedures

See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Requests** tile. 
1.5	Select the **SMR Batch Submission** option. 

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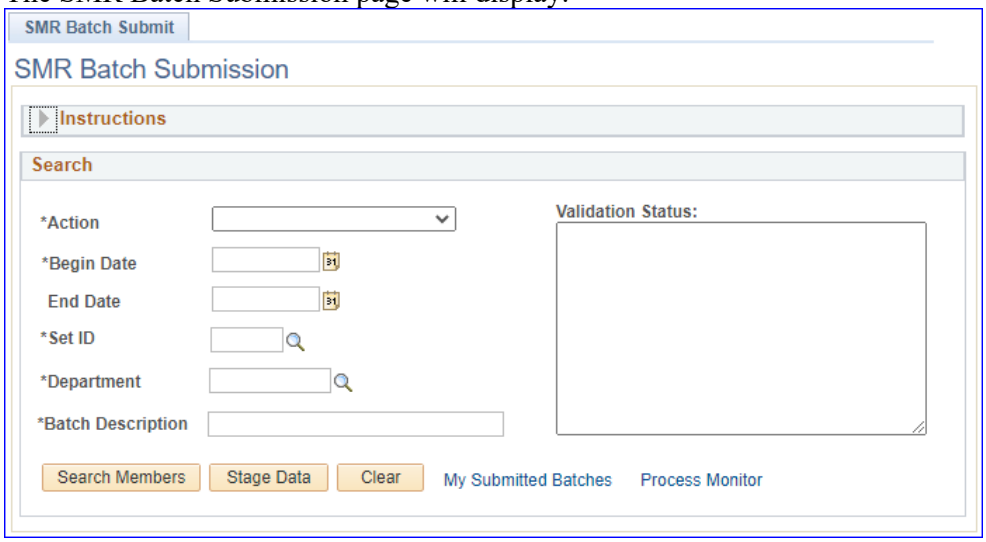
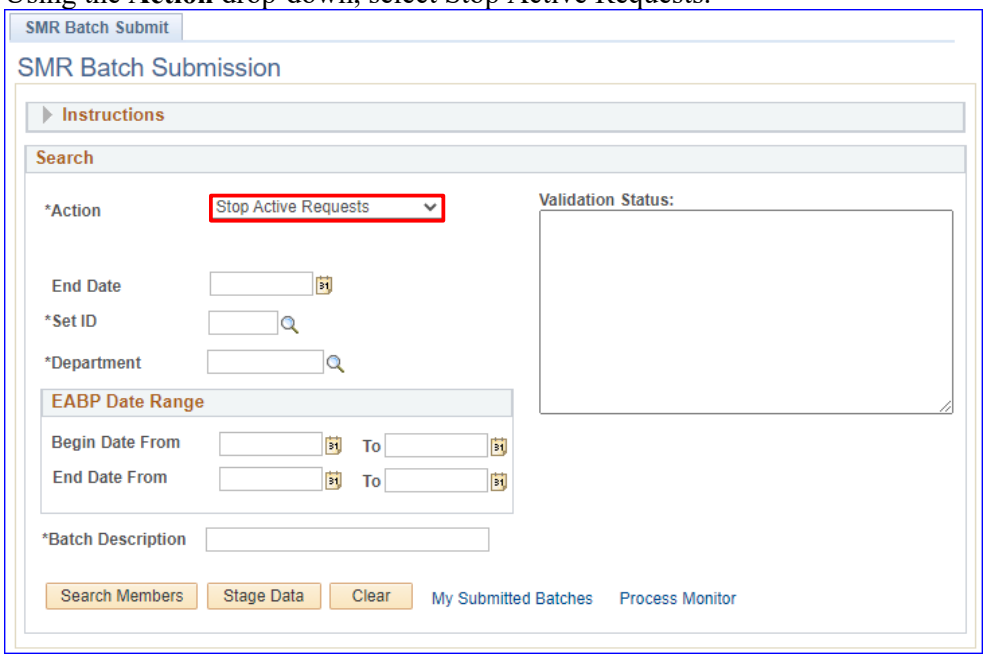
Procedures,
continued

Step	Action
2	The SMR Batch Submission page will display. 
3	Using the **Action** drop-down, select Stop Active Requests. 

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Procedures,
continued

Step	Action
4	Enter the **End Date** SMR is to stop (End Date **CANNOT** extend more than 12 pay periods into the future). **Remember**, you must process a separate SMR Batch transaction to restart SMR.
5	Enter 00010 for the **Set ID**.

Continued on next page

Procedures, continued

Step	Action
6	Enter the **Department** ID number for the unit/members SMR should be stopped.

SMR Batch Submit

SMR Batch Submission

Instructions

Search

*Action: Stop Active Requests

Validation Status:

End Date: 07/08/2021

*Set ID: 00010

*Department: 000246

EABP Date Range

Begin Date From To

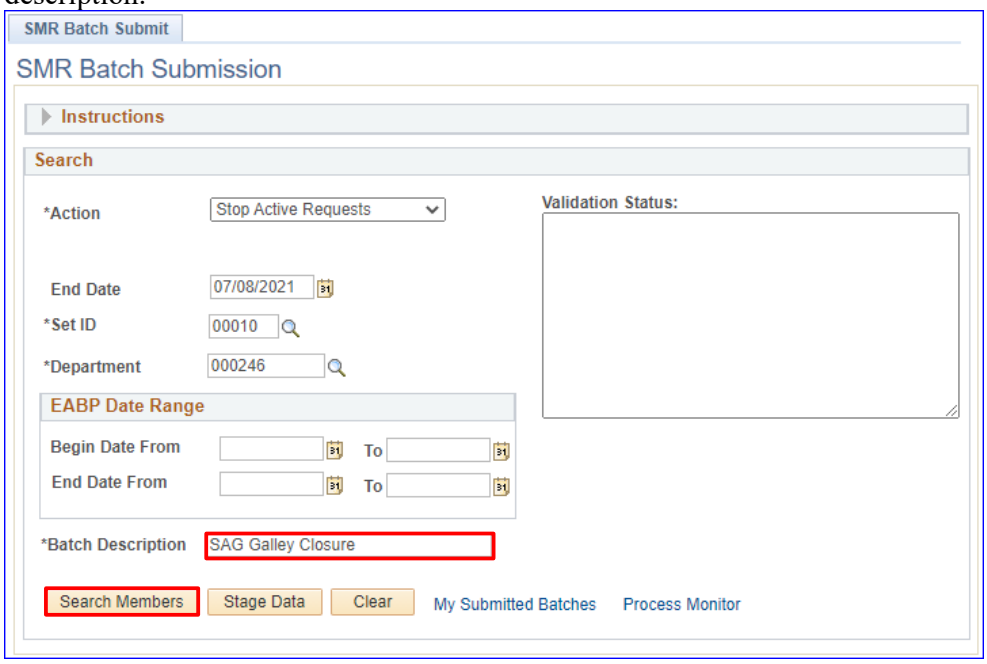
End Date From To

*Batch Description

Search Members | Stage Data | Clear | My Submitted Batches | Process Monitor

Continued on next page

Procedures,
continued

Step	Action
7	Enter a **Batch Description**. This is a required field and is limited to 50 characters (see Note). To utilize the EABP Date Range field (optional), see Step 8; otherwise, click **Search Members**. **NOTE:** The Batch Description can be anything, but it is recommended the description be indicative of the unit and reason for the SMR Batch Submission (i.e., Unit name and Galley Closure or TEMDU, etc.). If there are multiple entries for the same unit, it is recommended to include the date in the Batch description. 

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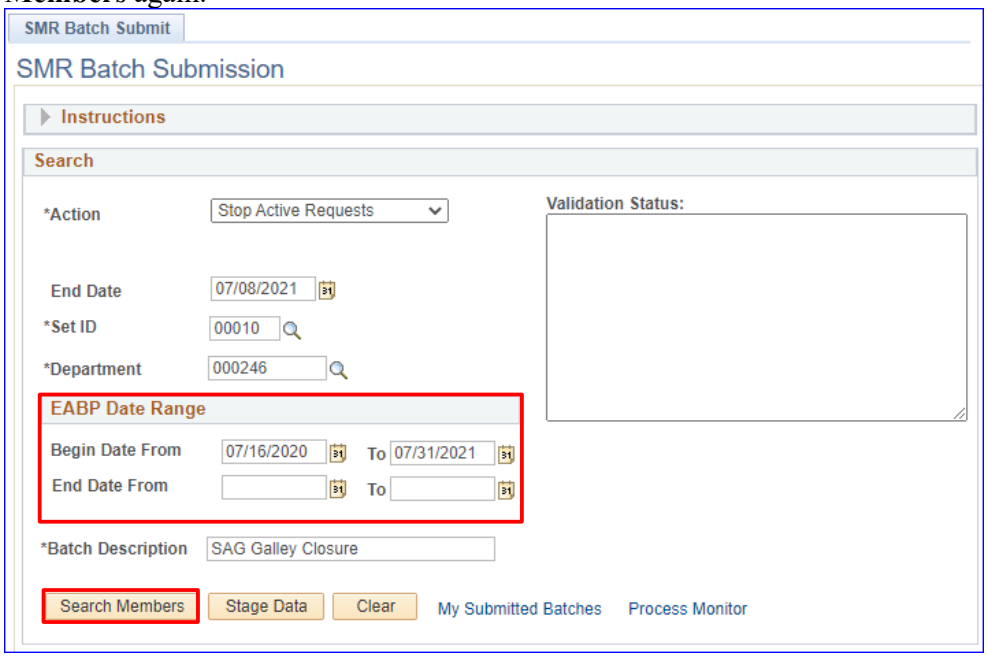
Procedures,
continued

Step	Action
8	The **EABP Date Range** may be used to narrow the list of members available for the SMR Batch Submission. This may be especially helpful for those units with a large number of members with numerous EABP DMR Instances. The EABP Date Range is not limited to In-Range Dates only. This is to allow the system to search for SMR transactions that have been continuously running for more than 24 pay periods or have an open End Date. All EABP Date Range fields are optional. Enter an **EABP Date Range**, then click **Search Members**. **WARNING:** Use the **EABP Date Range** feature with caution. If the **Begin Date From/To** and/or the **End Date From/To** date ranges are used, the Search Results will **ONLY** display those EABP DMR Instances that fall within the date range(s) provided. **IMPORTANT:** Review the list of Members carefully to ensure all members to be included in the SMR Batch Submission populated. If not, see Step 11 to add members **or** remove the EABP Date Range parameter and click **Search Members** again. 

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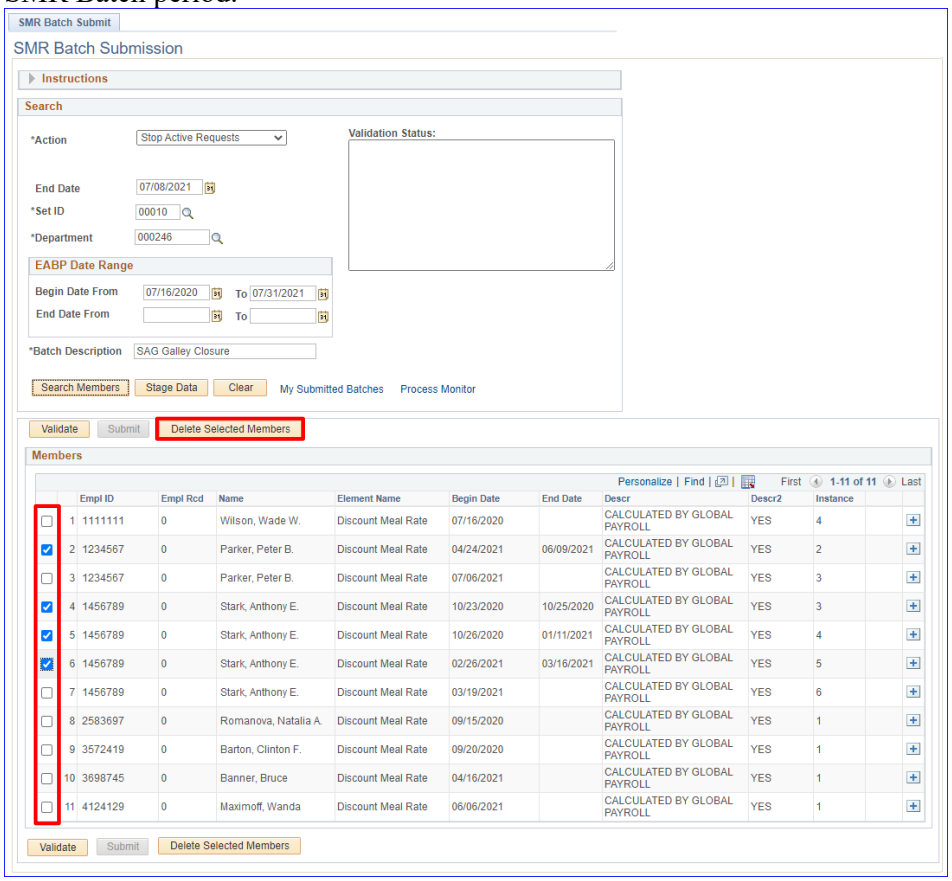
Procedures, continued

Step	Action
9	A list of the **Members** will populate based on the search parameters defined in Steps 3-8. Members may be listed multiple times if they have multiple DMR Instances in EABP. To remove a member that should not be included in the SMR Batch **OR** to remove closed DMR Instances (see Important note below), **check** the box for the Empl ID to be removed from the SMR Batch Submission. Once all appropriate boxes have been checked, click **Delete Selected Members**. **IMPORTANT:** If the member has multiple DMR Instances listed, only the DMR Instance to be stopped/adjusted should be left in the list. **All other DMR Instances MUST be removed to prevent over/under payments**. When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a **Reservist** to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period. 

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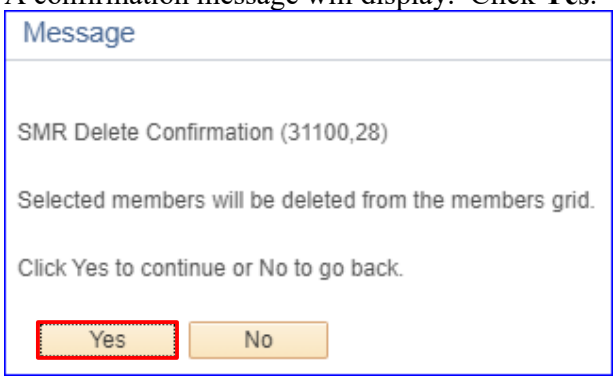
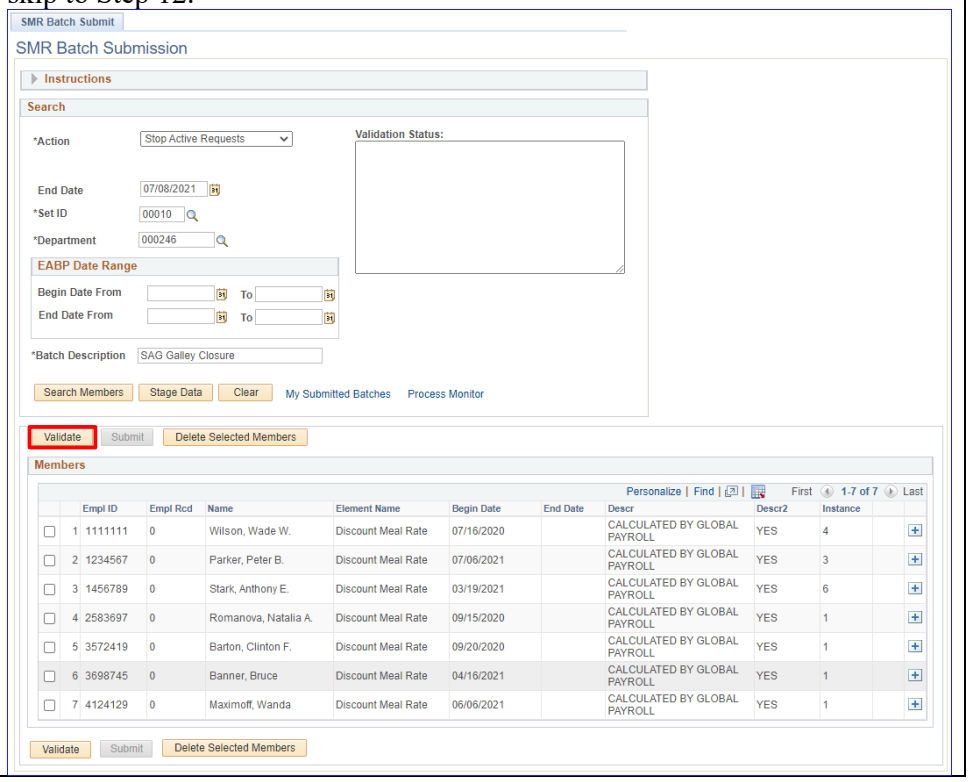
Procedures, continued

Step	Action
9 (cont.)	A confirmation message will display. Click **Yes**. 
10	Once the list of Members has been reviewed and verified, click **Validate** and skip to Step 12. 

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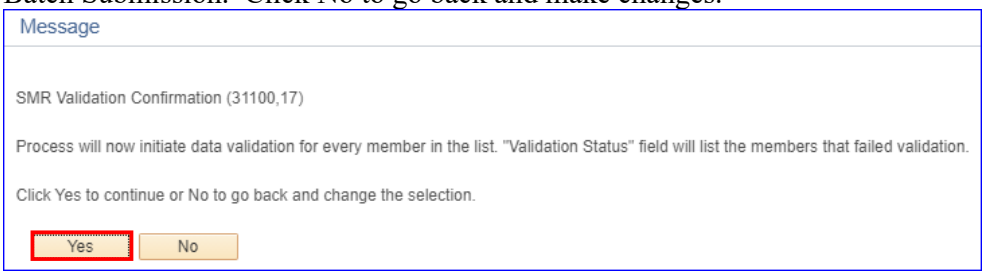
Procedures,
continued

Step	Action
11	To add a member to the list, click the **(+)** button on any row. This will insert a blank row. Use the Lookup or enter the appropriate Empl ID for the member to be added to the SMR Batch Submission (see Note) and **press Enter or the Tab key**. Repeat as necessary. Once the list of Members has been reviewed and verified, click **Validate**. **NOTE:** Members assigned to other Department IDs may be added to the SMR Batch request. **IMPORTANT:** When adding and removing members: If the member has **departed PCS** but has not yet reported to their new unit (En route), be sure to remove them from the list of Members for the SMR Batch request. If adding a **Reservist** to the list of Members, ensure they are on Active Duty orders for the requested SMR Batch period. SMR Batch Submit SMR Batch Submission Instructions Search *Action: Stop Active Requests Validation Status: End Date: 07/08/2021 *Set ID: 00010 *Department: 000246 EABP Date Range Begin Date From: 07/16/2020 To 07/31/2021 End Date From: To *Batch Description: SAG Galley Closure Search Members Stage Data Clear My Submitted Batches Process Monitor Validate Submit Delete Selected Members Members Personalize | Find | First 1-7 of 7 Last Empl ID Empl Rcd Name Element Name Begin Date End Date Descr Descr2 Instance 1 1111111 0 Wilson, Wade W. Discount Meal Rate 07/16/2020 CALCULATED BY GLOBAL PAYROLL YES 4 2 1234567 0 Parker, Peter B. Discount Meal Rate 07/06/2021 CALCULATED BY GLOBAL PAYROLL YES 3 3 1456789 0 Stark, Anthony E. Discount Meal Rate 03/19/2021 CALCULATED BY GLOBAL PAYROLL YES 6 4 2583697 0 Romanova, Natalia A. Discount Meal Rate 09/15/2020 CALCULATED BY GLOBAL PAYROLL YES 1 5 3572419 0 Barton, Clinton F. Discount Meal Rate 09/20/2020 CALCULATED BY GLOBAL PAYROLL YES 1 6 3698745 0 Banner, Bruce Discount Meal Rate 04/16/2021 CALCULATED BY GLOBAL PAYROLL YES 1 7 4124129 0 Maximoff, Wanda Discount Meal Rate 06/06/2021 CALCULATED BY GLOBAL PAYROLL YES 1 Validate Submit Delete Selected Members

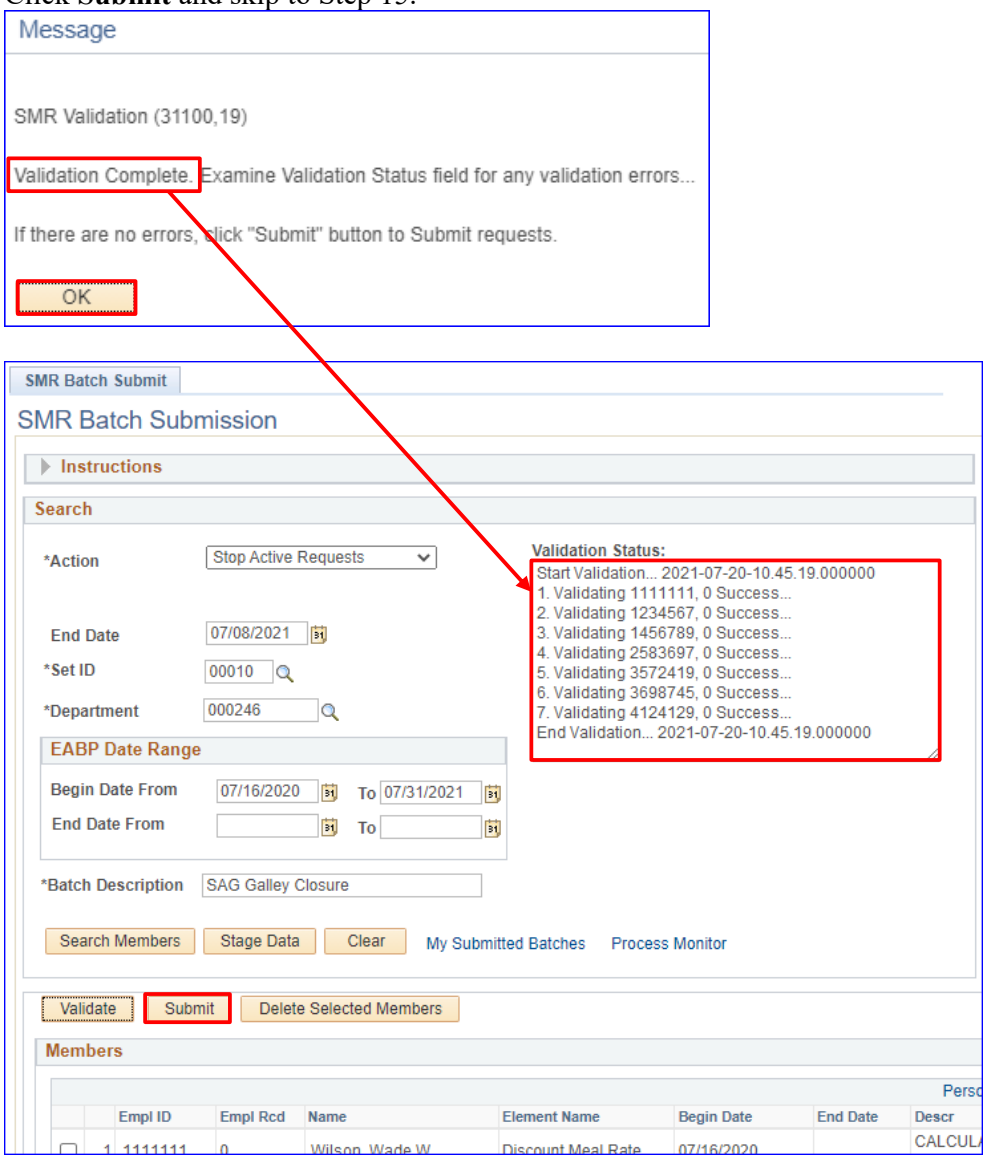
Continued on next page

Procedures,
continued

Step	Action
12	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. 

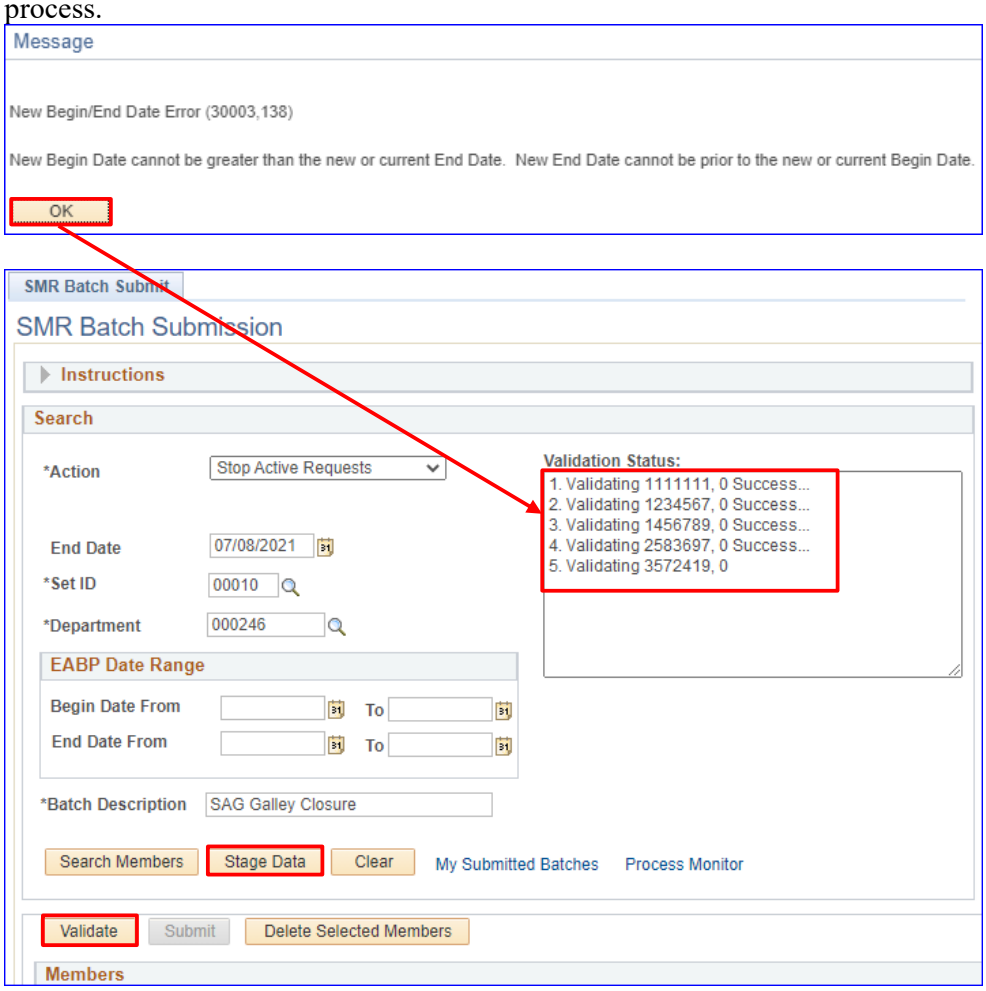
Continued on next page

Procedures,
continued

Step	Action
13	A Validation message will display. It should indicate **Validation Complete (if not, see Step 14)**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Click **Submit** and skip to Step 15. 

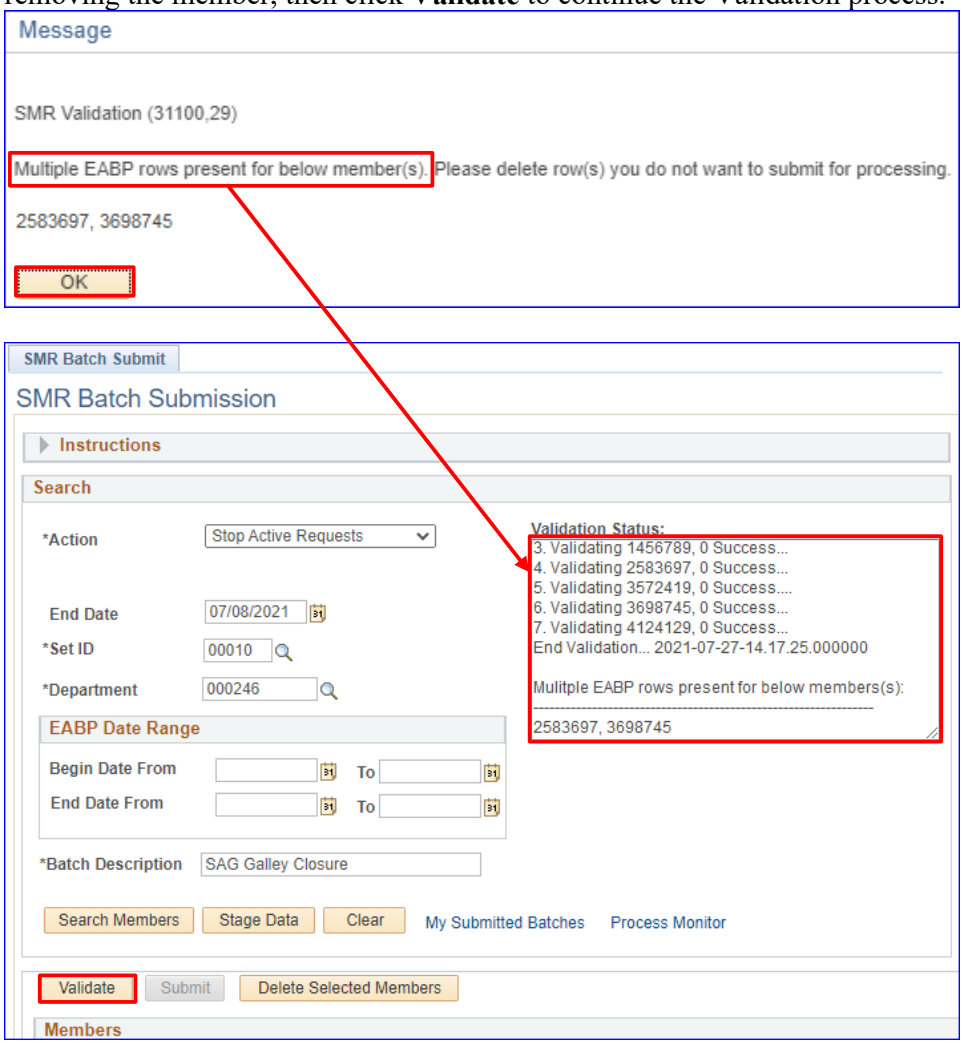
Continued on next page

Procedures, continued

Step	Action
14	During the validation process, if a member does not have an active SMR Instances running, there is a conflict with another SMR Instance, or has multiple EABP rows, the following message(s) will display. Click **OK**. To determine which member the message applies to, see the **Validation Status** block of the SMR Batch Submission. The Validation Status will pause at the affected member. Click **Stage Data** to save the SMR Batch Submission parameters. Exit the SMR Batch process and research the affected member; or see **Step 9** for instructions on removing the member, then click **Validate** to continue the Validation process. 

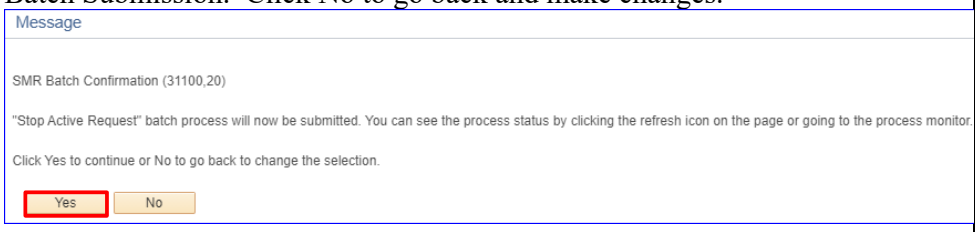
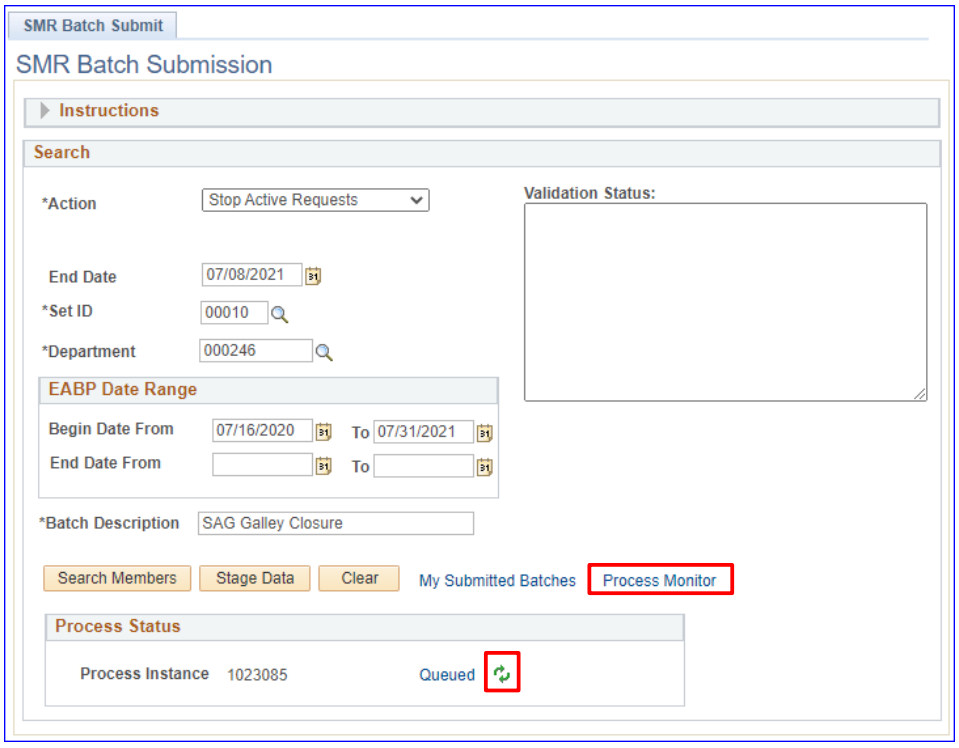
Continued on next page

Procedures, continued

Step	Action
14 (cont.)	Click **OK**. To determine which member(s) the message applies to, see the **Validation Status** block of the SMR Batch Submission. See **Step 9** for instructions on removing the member, then click **Validate** to continue the Validation process. 

Continued on next page

Procedures,
continued

Step	Action
15	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. 
16	The Process Status box will display where the Members list had been. **Click** the green arrows ( ) to refresh the Process Status until it indicates Success (skip to Step 18) **or** click **Process Monitor** to open the Process List (see Step 17). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click **My Submitted Batches** to view the status of the batch. 

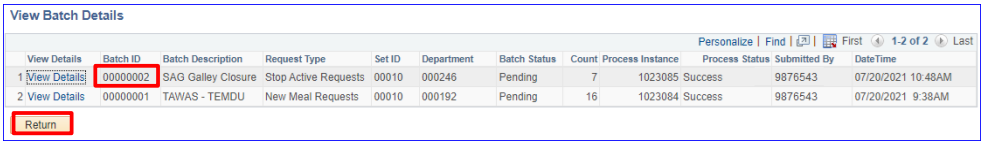
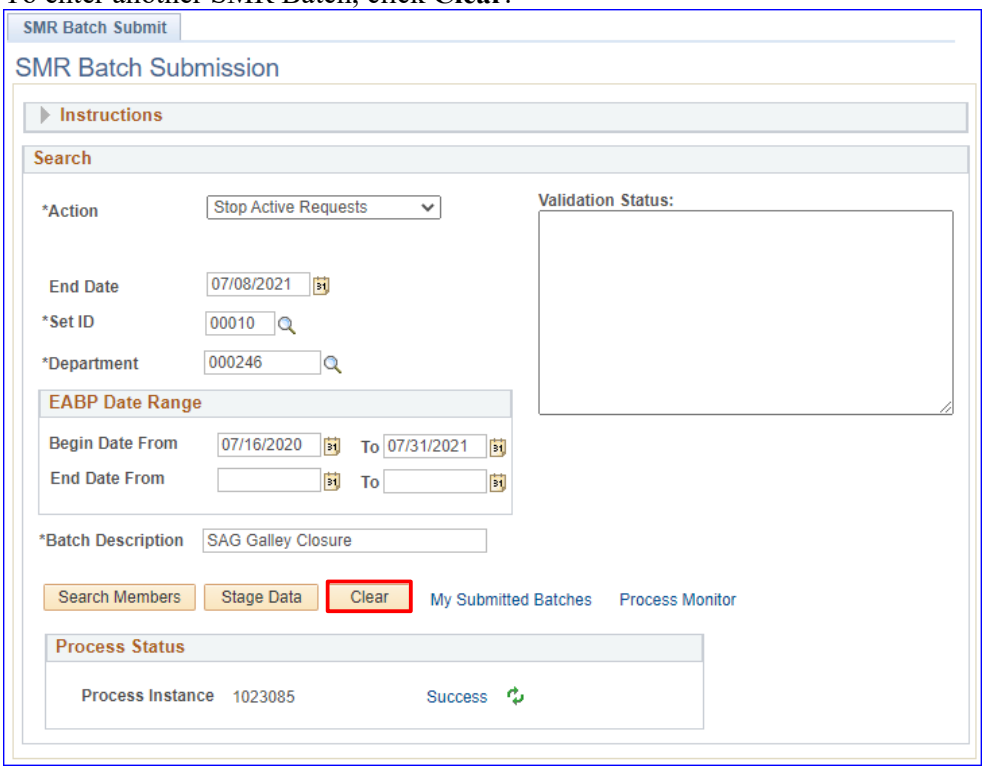
Continued on next page

Procedures,
continued

Step	Action
17	The Process List will open in a new window. Click **Refresh** until the Run Status indicates **Success,** and the Distribution Status indicates **Posted**. To exit the Process List, close the window.
18	Once the Process Status indicates **Success**, click **My Submitted Batches**.

Continued on next page

Procedures,
continued

Step	Action
19	The Batch Details will display. Make a note of the **Batch ID** for the SMR Batch just completed. The Approver will need to this to locate the SMR Batch for approval. Click **Return** to close the Batch Details.  View Batch Details Personalize | Find | First 1-2 of 2 Last View Details | Batch ID | Batch Description | Request Type | Set ID | Department | Batch Status | Count | Process Instance | Process Status | Submitted By | DateTime 1 View Details | 00000002 | SAG Galley Closure | Stop Active Requests | 00010 | 000246 | Pending | 7 | 1023085 | Success | 9876543 | 07/20/2021 10:48AM 2 View Details | 00000001 | TAWAS - TEMDU | New Meal Requests | 00010 | 000192 | Pending | 16 | 1023084 | Success | 9876543 | 07/20/2021 9:38AM Return
20	The SMR Batch is now awaiting approval. To enter another SMR Batch, click **Clear**.  SMR Batch Submit SMR Batch Submission Instructions Search *Action: Stop Active Requests Validation Status: End Date: 07/08/2021 *Set ID: 00010 *Department: 000246 EABP Date Range Begin Date From: 07/16/2020 To 07/31/2021 End Date From: To *Batch Description: SAG Galley Closure Search Members | Stage Data | Clear | My Submitted Batches | Process Monitor Process Status Process Instance 1023085 Success

Continued on next page

SMR Batch – Stop Active Requests, Continued

Procedures,
continued

Step	Action
21	Click **Yes** and return to the beginning of this guide and follow the appropriate procedures. Message SMR Confirmation (31100,26) All fields including the Members section will be cleared. Note that your staged data, if any, will not be cleared. Click Yes to continue or No to go back. Yes No

Approving an SMR Batch Submission

Introduction

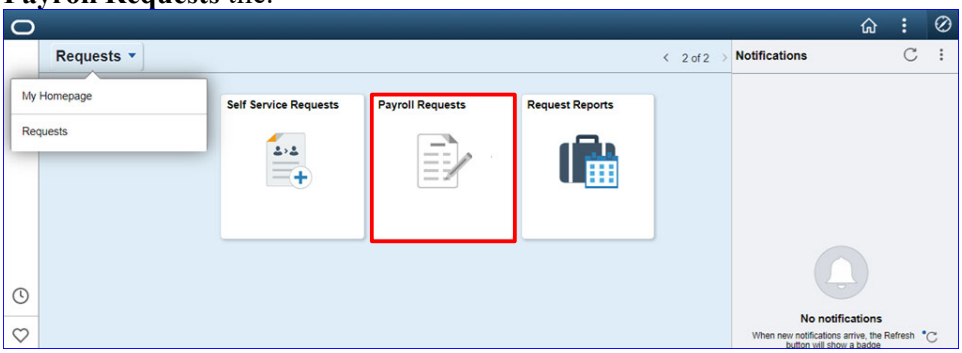
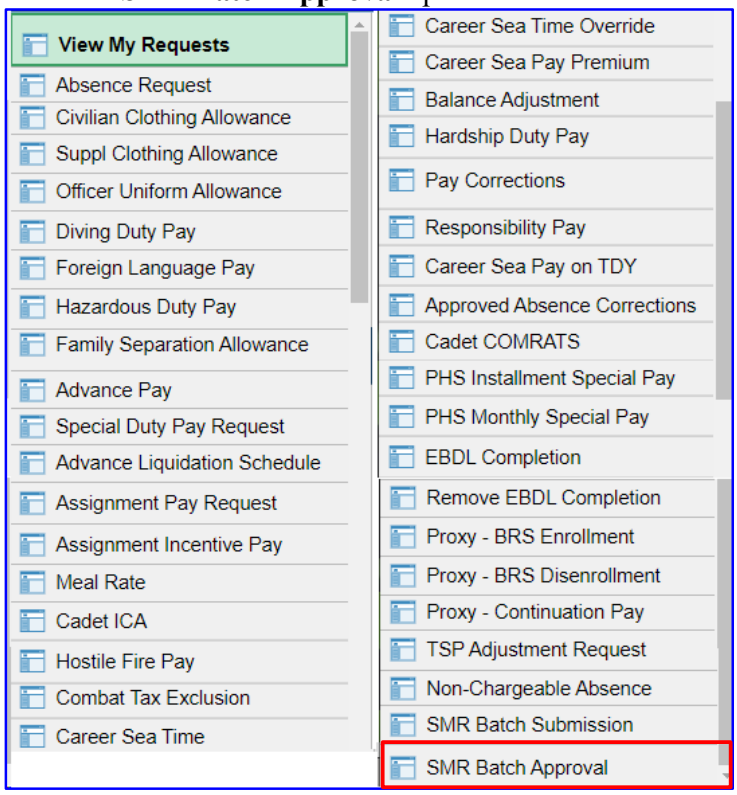
This section provides the procedures to approve an SMR Batch Submission in DA.

Important

You must have the **CGHRSUP role** to approve SMR Batch Submissions.

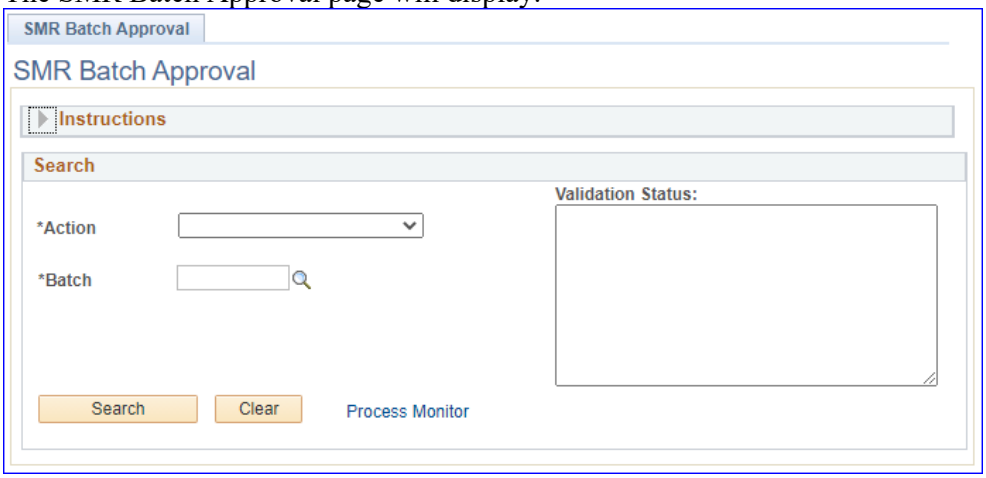
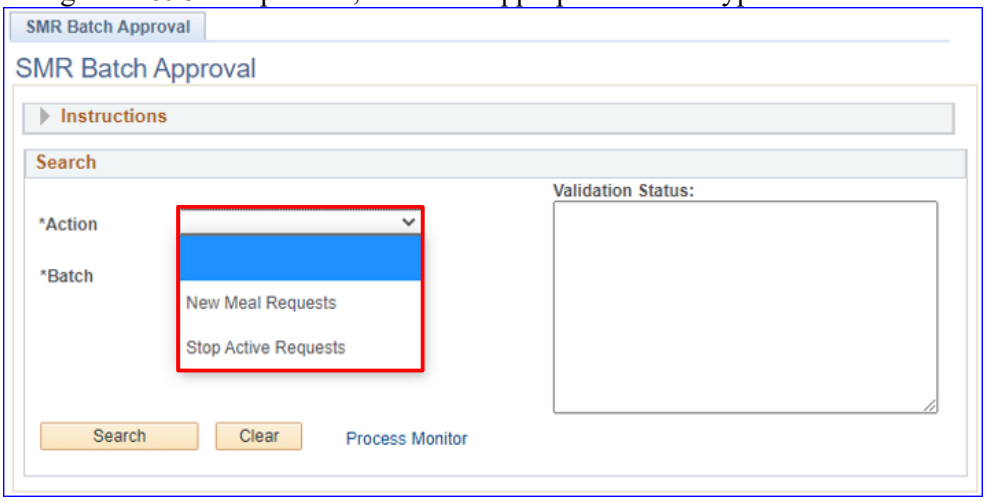
Procedures

See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Requests** tile. 
1.5	Select the **SMR Batch Approval** option. 

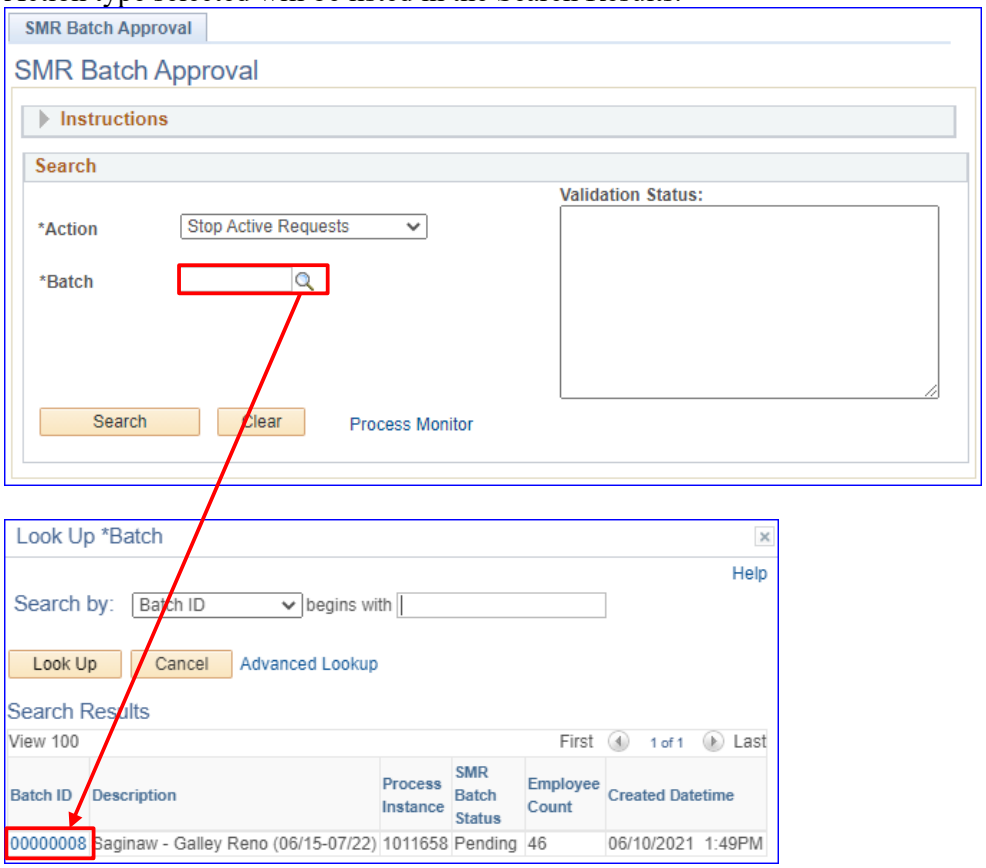
Continued on next page

Procedures, continued

Step	Action
2	The SMR Batch Approval page will display. 
3	Using the **Action** drop-down, select the appropriate action type. 

Continued on next page

Procedures, continued

Step	Action
4	Enter the **Batch** ID number or use the **Lookup** to locate and select the appropriate Batch ID to be approved. **NOTE:** Only the Batch IDs falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results. 

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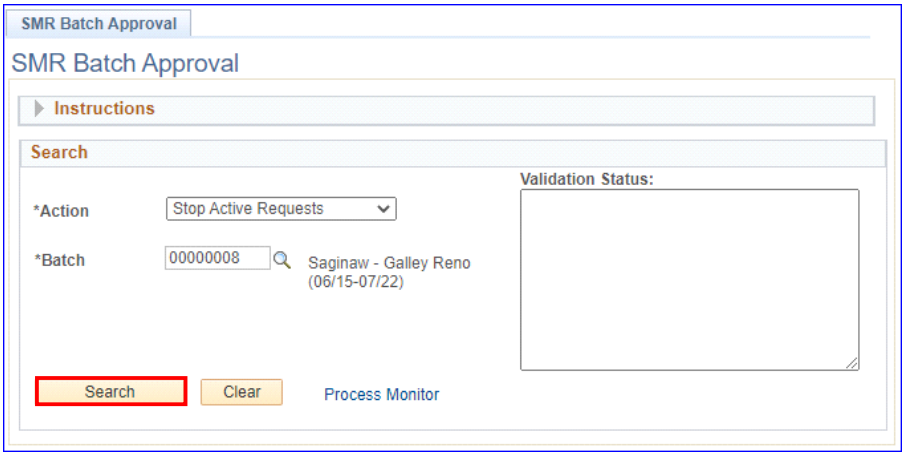
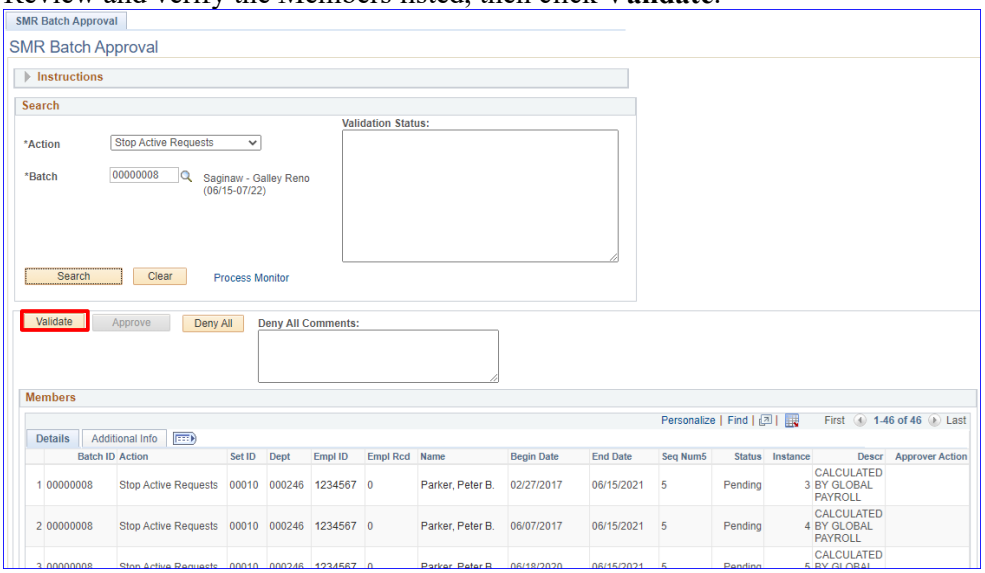
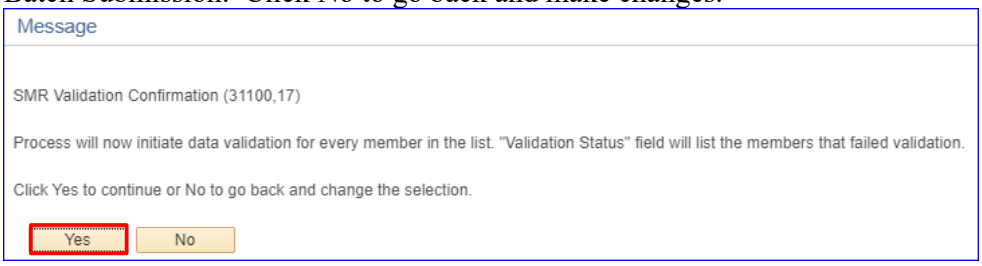
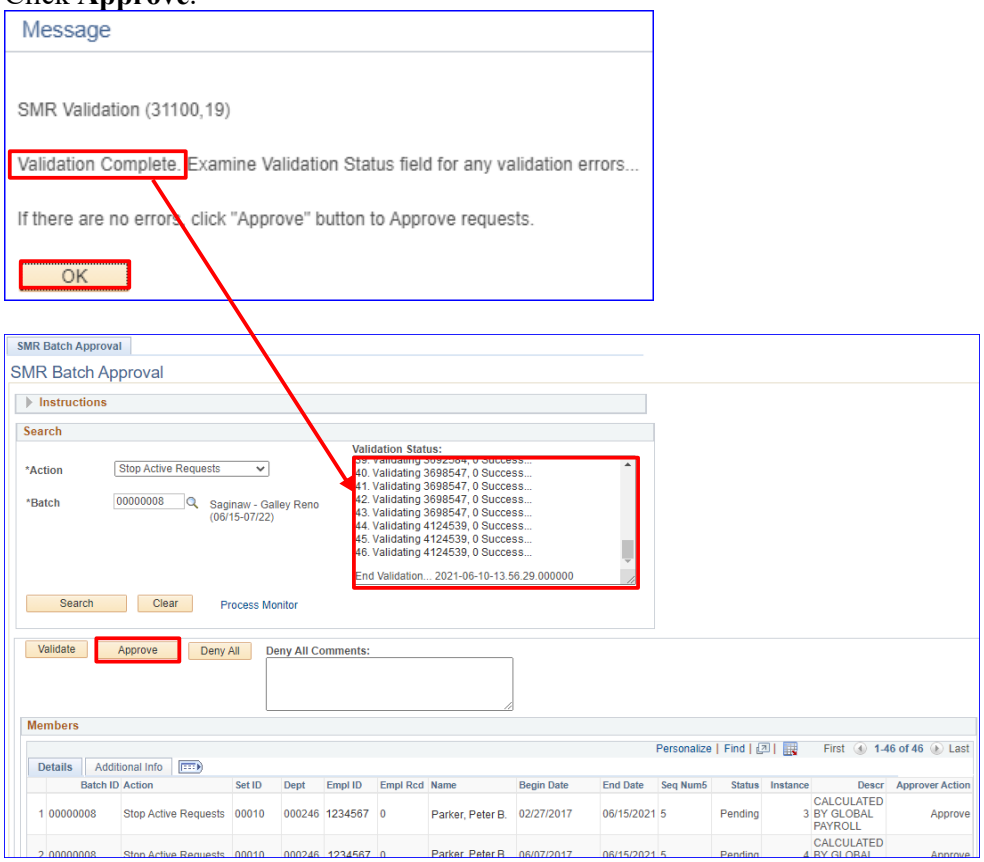
Procedures,
continued

Step	Action
5	Click **Search**. 
6	Review and verify the Members listed, then click **Validate**. 
7	A confirmation message will display. Click **Yes** to continue with the SMR Batch Submission. Click No to go back and make changes. 

Continued on next page

Procedures,
continued

Step	Action
8	A Validation message will display. It should indicate **Validation Complete**. Click **OK**. The **Validation Status** of the SMR Batch Submission will list all of the Empl IDs for those members who validated successfully. Click **Approve**. 

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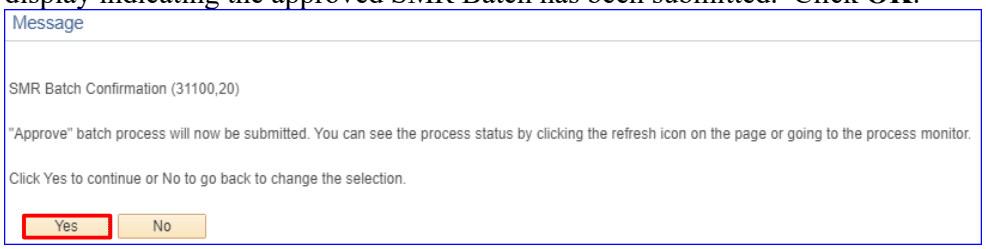
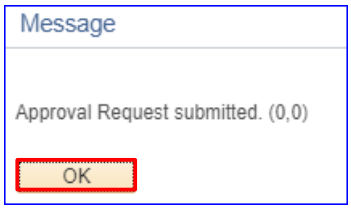
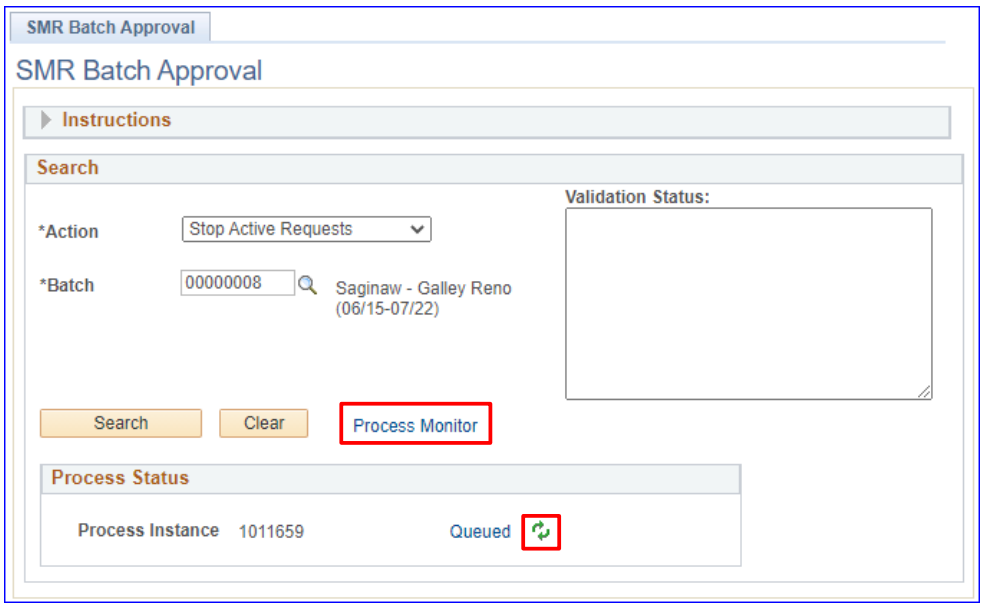
Procedures,
continued

Step	Action
9	A confirmation message will display. Click **Yes**. A second confirmation will display indicating the approved SMR Batch has been submitted. Click **OK**.  
10	The Process Status box will display where the Members list had been. **Click** the green arrows ( ) to refresh the Process Status until it indicates Success (skip to Step 12) **or** click **Process Monitor** to open the Process List (see Step 11). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click **My Submitted Batches** to view the status of the batch. 

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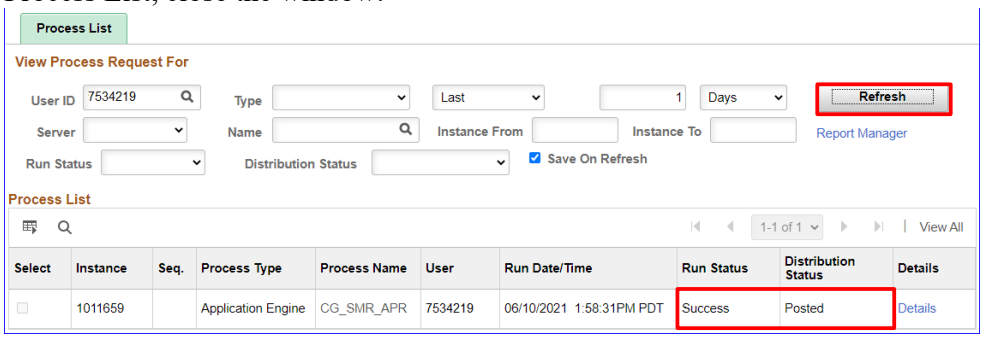
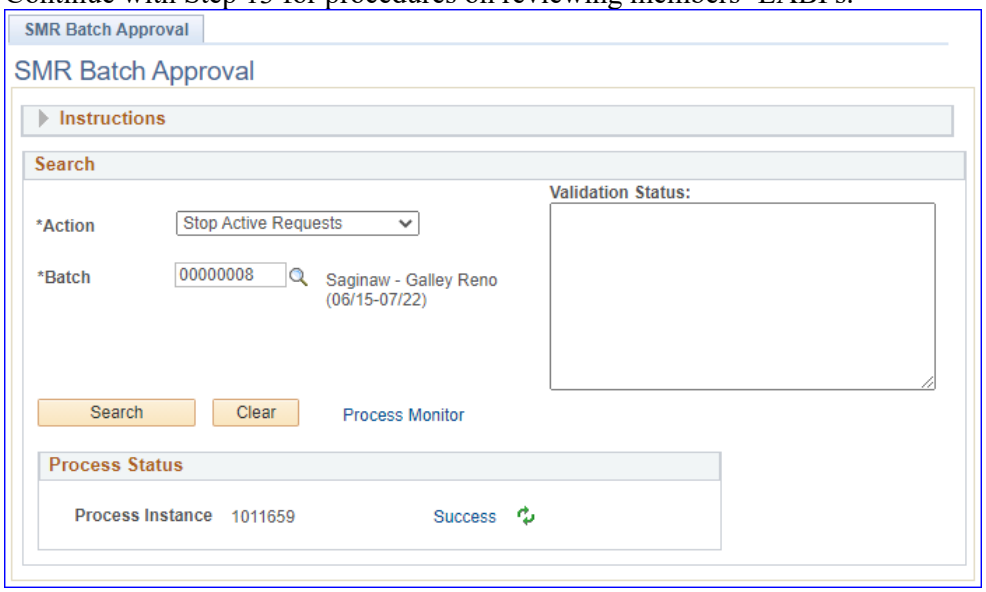
Procedures,
continued

Step	Action
11	The Process List will open in a new window. Click **Refresh** until the Run Status indicates **Success,** and the Distribution Status indicates **Posted**. To exit the Process List, close the window.
12	Once the Process Status indicates Success, it is important to review Element Assignment By Payee (EABP) to ensure the SMR Batch processed correctly. Continue with Step 13 for procedures on reviewing members' EABPs.





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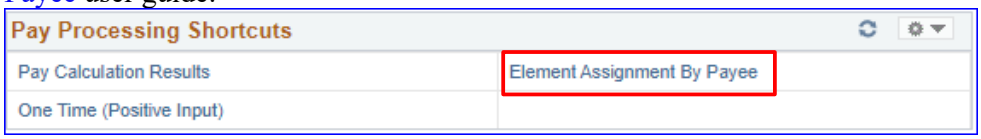
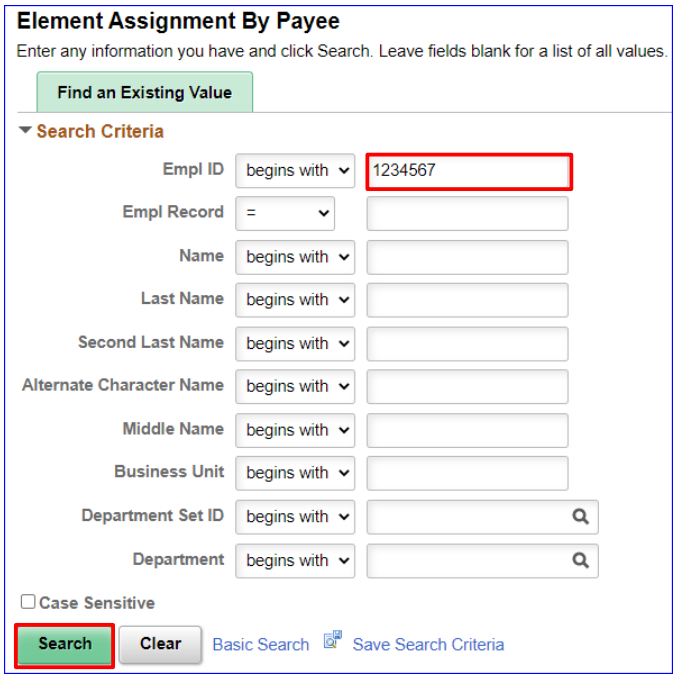
Procedures,
continued

Step	Action
13	To verify the SMR Batch Submission processed correctly, ensure an EABP for a new SMR request was created or an End Date was populated to stop an existing SMR transaction. To do this, select **Element Assignment By Payee** from the Pay Processing Shortcuts pagelet. **NOTE:** For more information on EABPs, see the Element Assignment By Payee user guide. 
14	Enter the **Empl ID** for one of the members from the Batch process and click **Search**. 

Continued on next page

Procedures, continued

Step	Action
15	Scroll through the list of EABPs to verify the SMR transaction processed correctly. In this example, the SMR (shown as DMR) was stopped on 06/15/2021.

Assignments

1-19 of 19

Elements | Recipient

Element Name	Description	Process Order	Begin Date	End Date	Active	Instance
DMR	Discount Meal Rate	999	10/23/2020	10/25/2020	✓	3
DMR	Discount Meal Rate	999	10/26/2020	01/11/2021	✓	4
DMR	Discount Meal Rate	999	02/26/2021	03/16/2021	✓	5
DMR	Discount Meal Rate	999	03/19/2021	06/15/2021	✓	6
FORFEITURE	Forfeiture	999	02/25/2021	03/31/2021	✓	1
IN SRVC DEBT	In-Service Debt	999	06/01/2019	06/30/2019	✓	1
IN SRVC DEBT	In-Service Debt	999	12/01/2020	12/15/2020	✓	2

Denying an SMR Batch Submission

Introduction

This section provides the procedures to deny an entire SMR Batch Submission in DA.

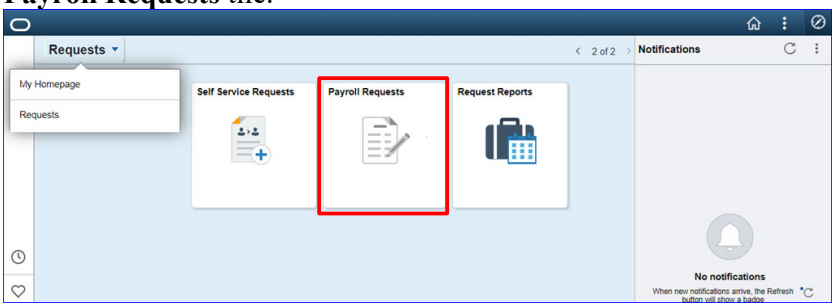
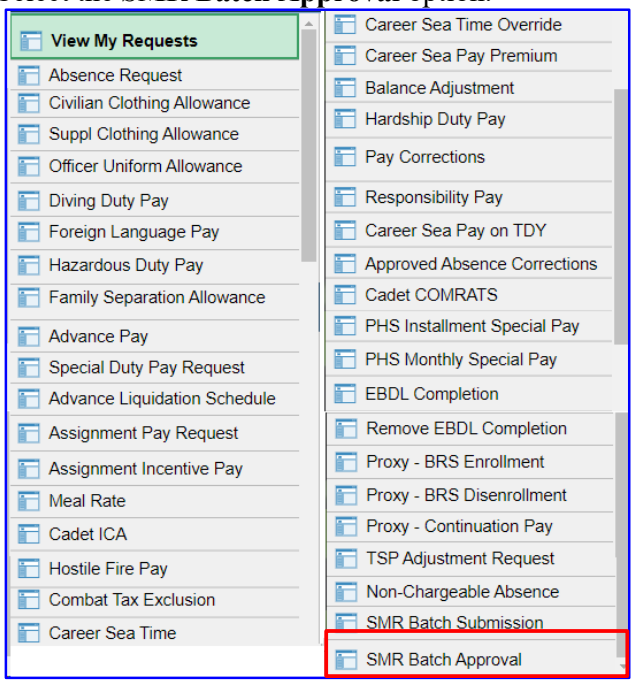
Important

You must have the **CGHRSUP role** to deny SMR Batch Submissions.

NOTE: Once the SMR Batch Submission has been denied, it is no longer stored in DA. A new SMR Batch will need to be submitted for approval.

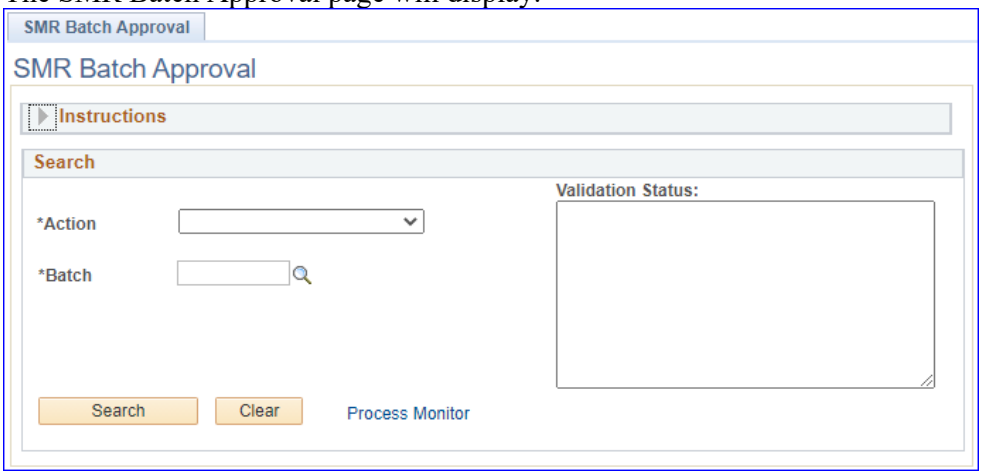
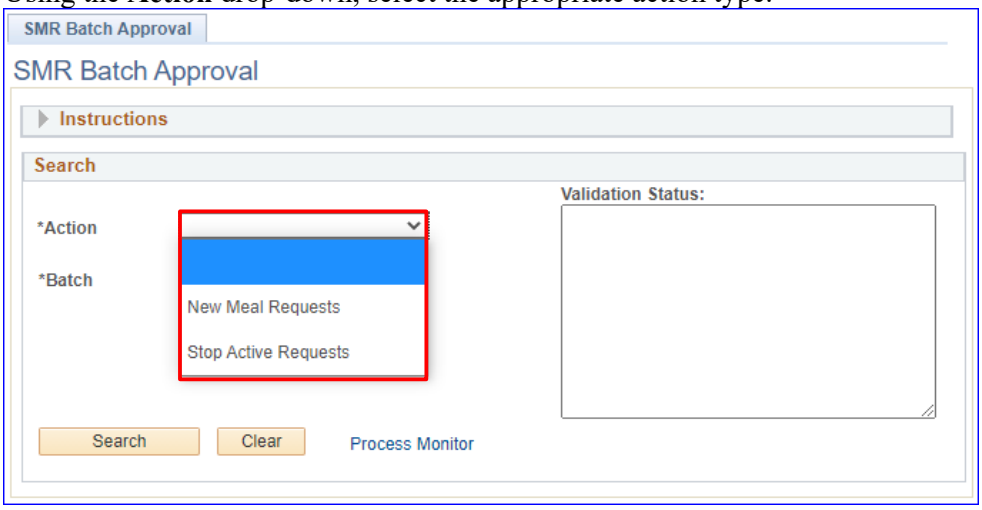
Procedures

See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Requests** tile. 
1.5	Select the **SMR Batch Approval** option. 

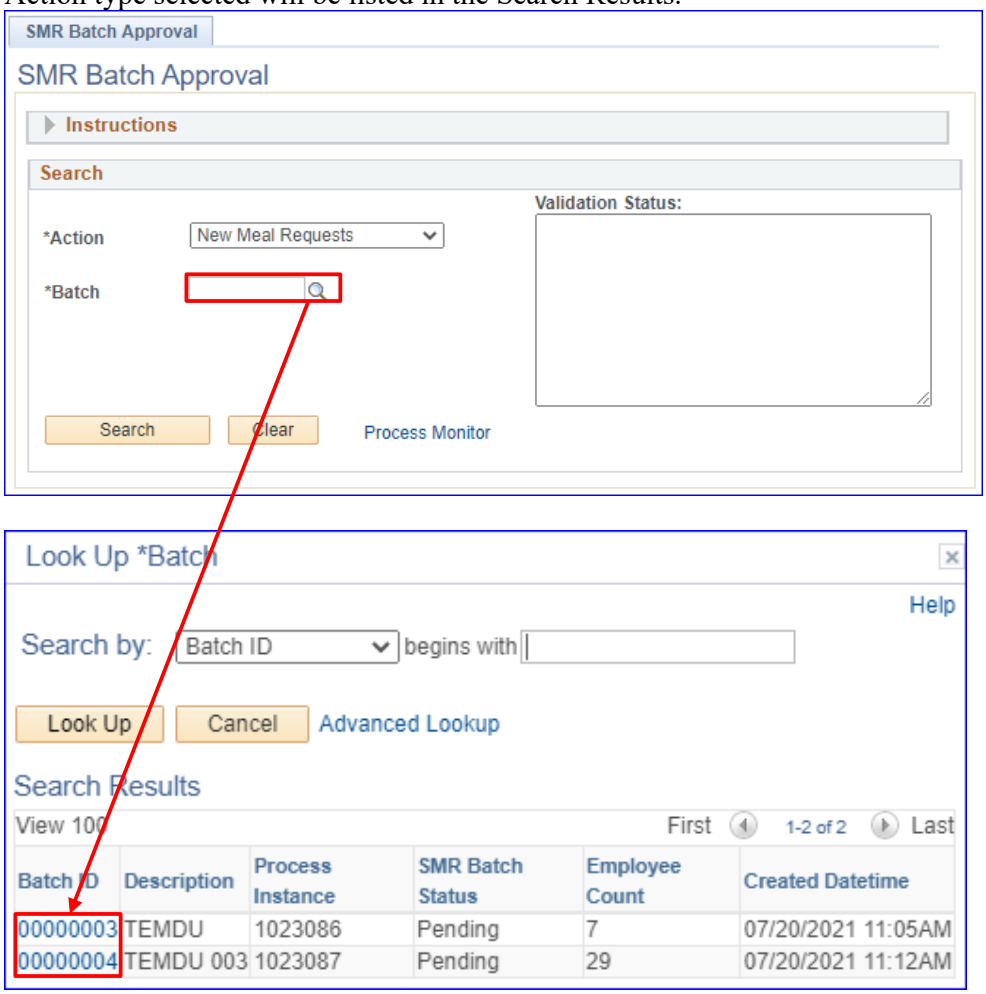
Continued on next page

Procedures,
continued

Step	Action
2	The SMR Batch Approval page will display. 
3	Using the **Action** drop-down, select the appropriate action type. 

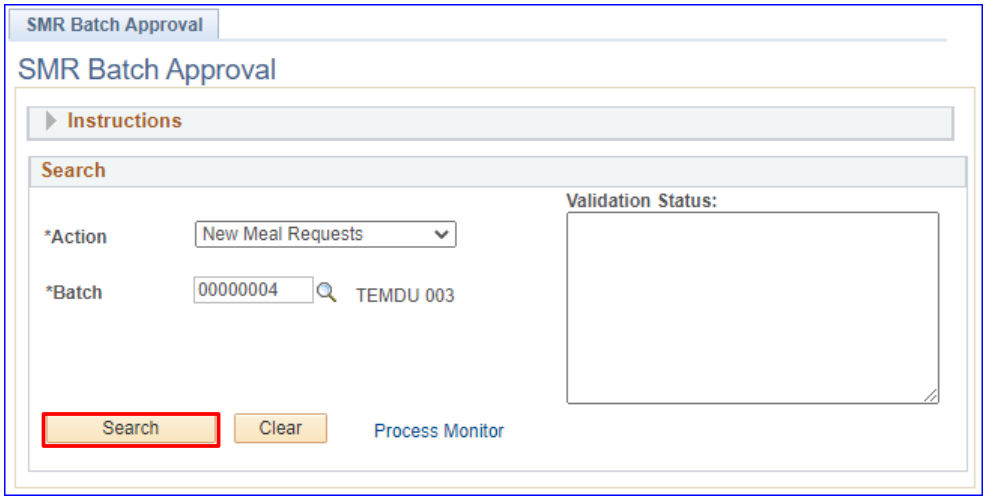
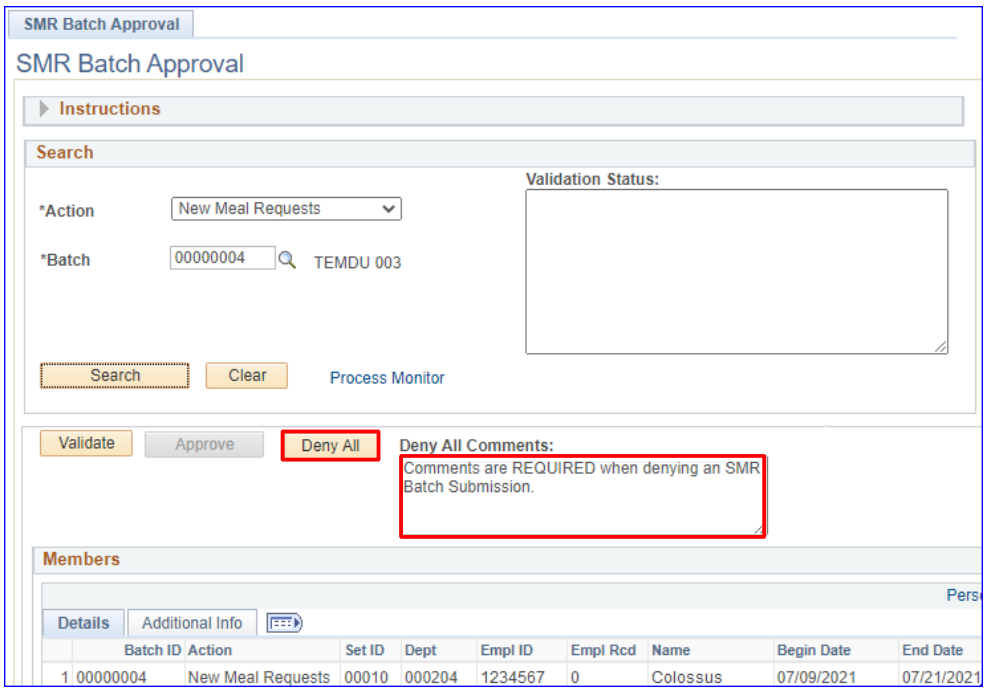
Continued on next page

Procedures, continued

Step	Action
4	Enter the **Batch** ID number or use the **Lookup** to locate and select the appropriate Batch ID to be approved (or denied). **NOTE:** Only the Batch IDs falling under the Auditor's SPO tree and for the Action type selected will be listed in the Search Results. 

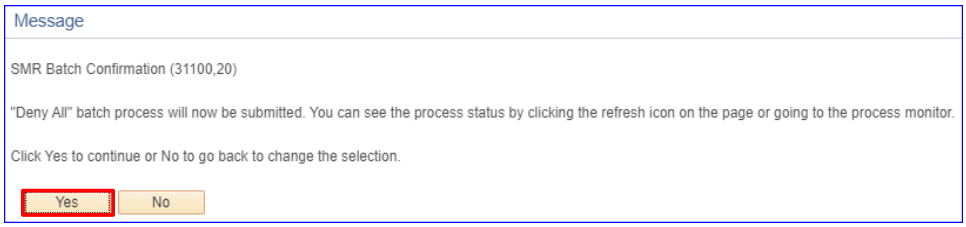
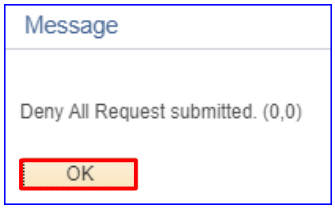
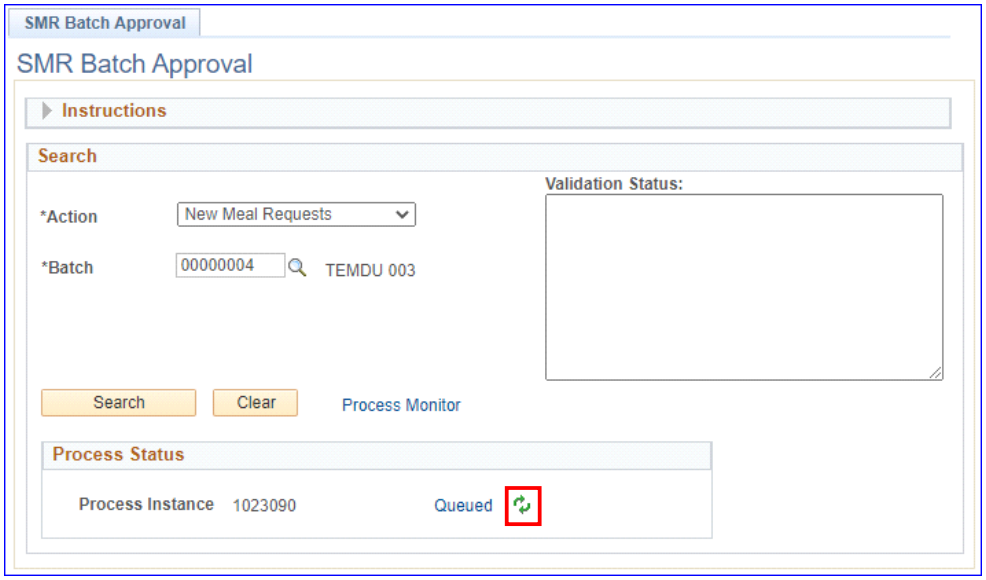
Continued on next page

Procedures,
continued

Step	Action
5	Click **Search**. 
6	Enter comments (required) in the **Deny All Comments** block, then click **Deny All**. 

Continued on next page

Procedures,
continued

Step	Action
7	A confirmation message will display. Click **Yes**. A second confirmation message will display indicating the SMR Batch Deny All request has been submitted. Click **OK**.  
8	The Process Status box will display where the Members list had been. **Click** the green arrows ( ) to refresh the Process Status until it indicates Success (skip to Step 10) **or** click **Process Monitor** to open the Process List (see Step 9). **NOTE:** This step may take a considerable amount of time depending on the size of the SMR Batch request. You may exit this page. Upon returning to the SMR Batch Submission page (see Step 1), click **My Submitted Batches** to view the status of the batch. 

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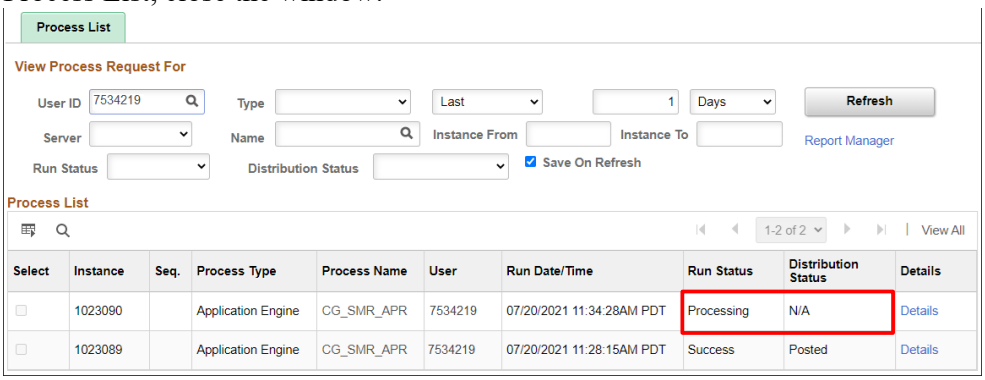
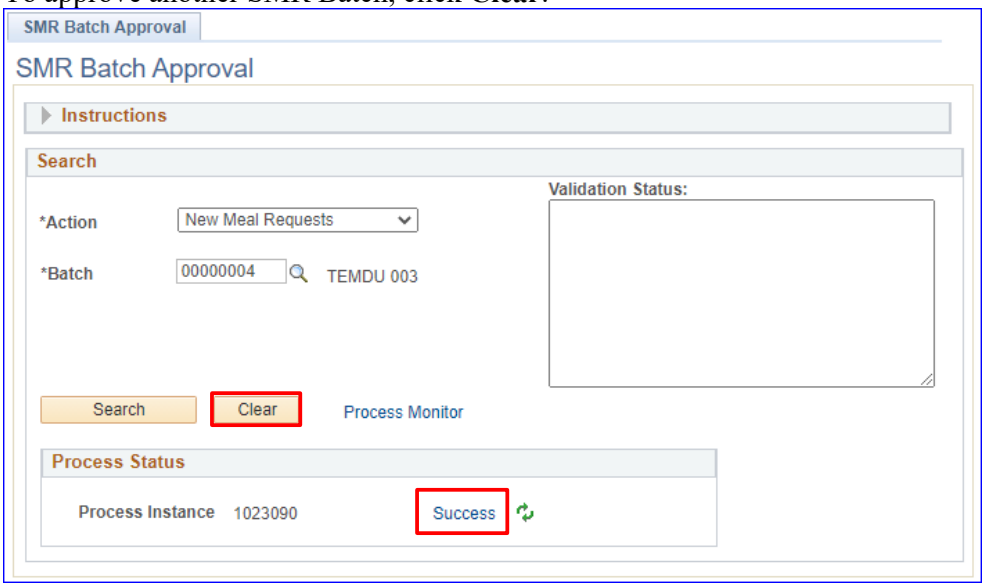
Procedures,
continued

Step	Action
9	The Process List will open in a new window. Click **Refresh** until the Run Status indicates **Success,** and the Distribution Status indicates **Posted**. To exit the Process List, close the window. 
10	Once the Process Status indicates Success, the SMR Batch has been successfully denied. To approve another SMR Batch, click **Clear**. 

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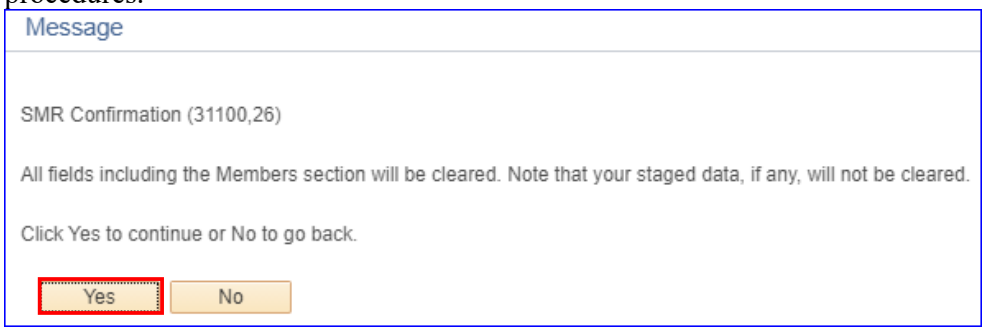
Denying an SMR Batch Submission, Continued

Procedures,
continued

Step	Action
11	Click **Yes** and return to the beginning of this guide and follow the appropriate procedures. 

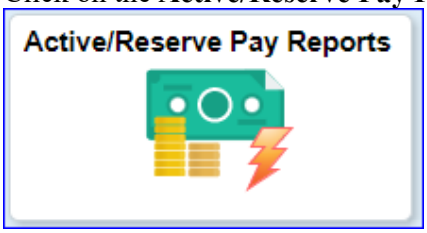
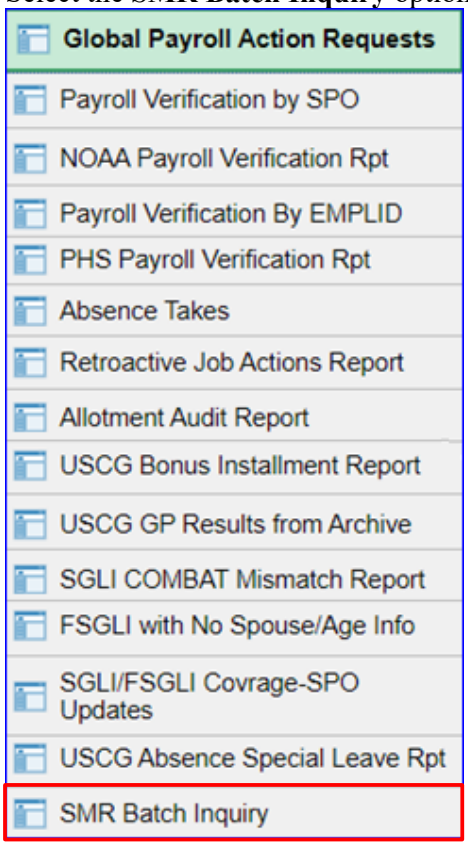
SMR Batch Inquiry

Introduction

This section provides the procedures to review the status of SMR Batches submitted in DA.

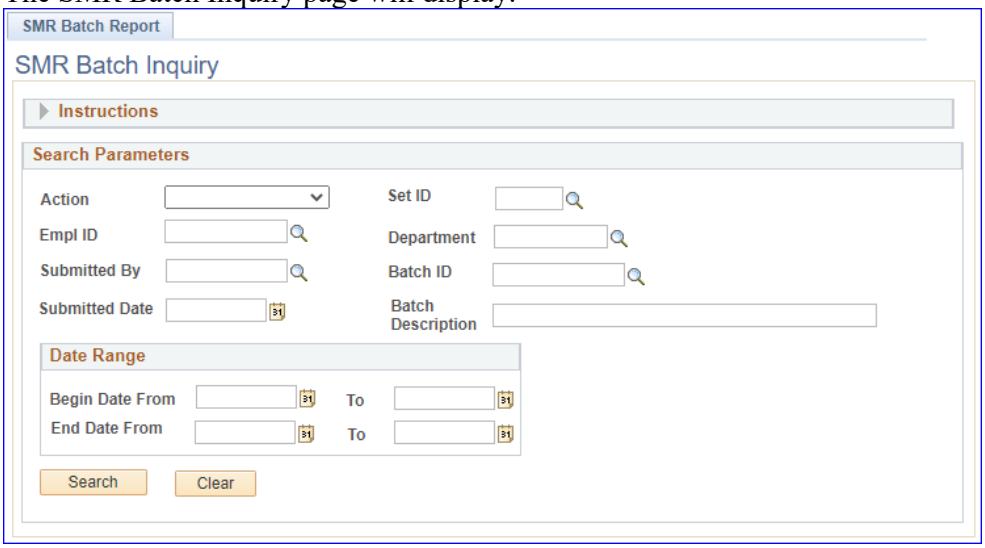
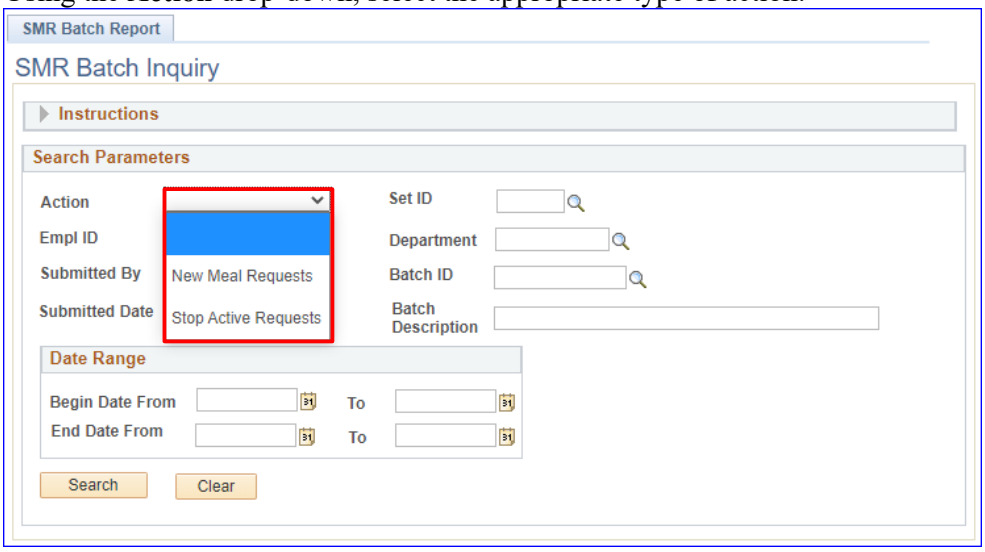
Procedures

See below.

Step	Action
1	Click on the **Active/Reserve Pay Reports** Tile. 
1.5	Select the **SMR Batch Inquiry** option. 

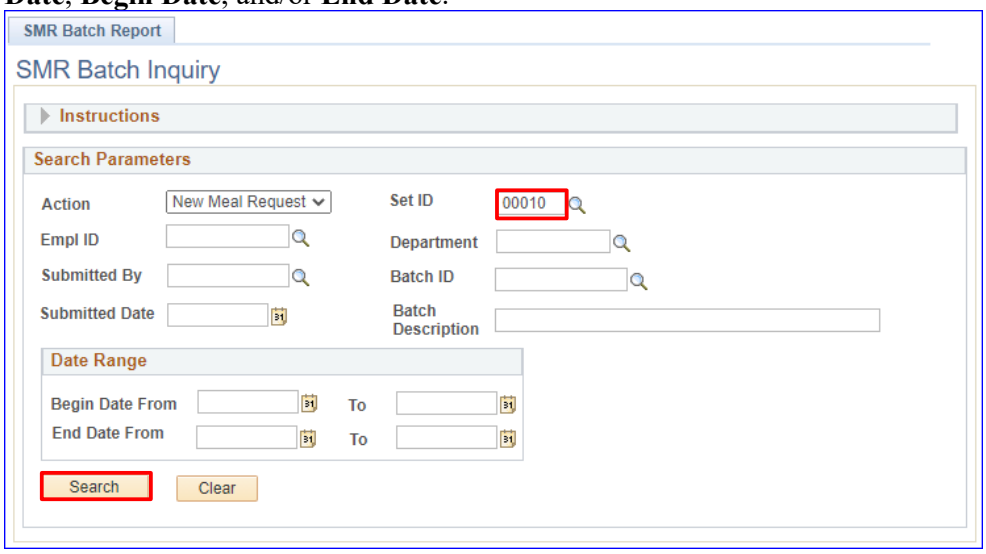
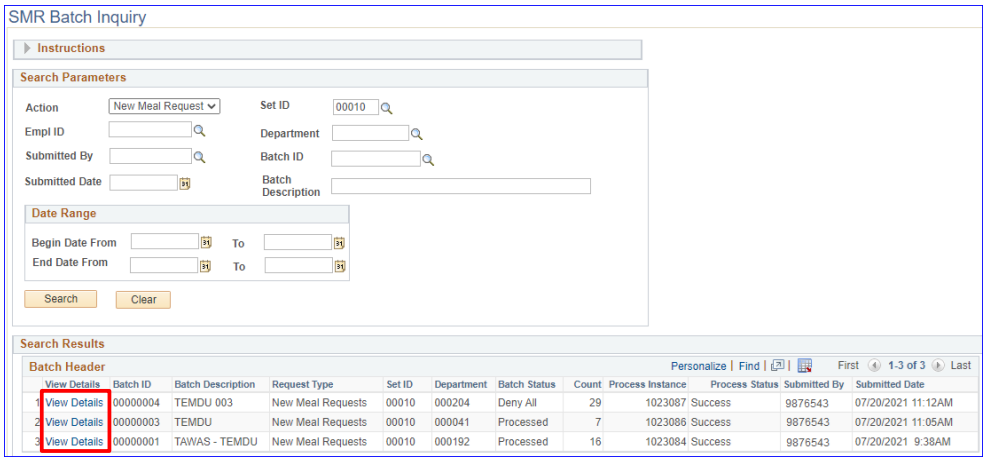
Continued on next page

Procedures,
continued

Step	Action
2	The SMR Batch Inquiry page will display. 
3	Using the **Action** drop-down, select the appropriate type of action. 

Continued on next page

Procedures,
continued

Step	Action
4	Enter 00010 for the **Set ID**. Click **Search**. **NOTE:** To narrow the search results, additional parameters may be entered in any of the following fields: **Empl ID**, **Department**, **Submitted By**, **Submitted Date**, **Begin Date**, and/or **End Date**. 
5	Search Results will display with any submitted SMR Batches matching the search parameters entered in Step 4. Click **View Details** for the Batch ID to be reviewed. 

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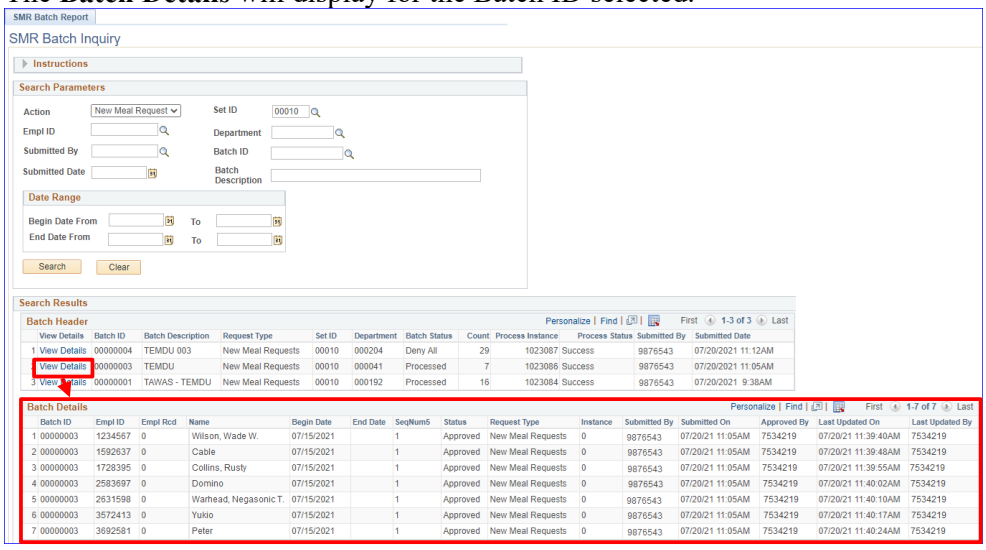
SMR Batch Inquiry, Continued

Procedures, continued

Step	Action
6	The **Batch Details** will display for the Batch ID selected.