Welcome to Wide Area WorkFlow e-Business Suite.
This demonstration contains audio narrative, please adjust your volume accordingly.

This presentation provides an overview of ECP0798, Archiving Deactivated DoDAACs.
Deactivated DoDAACs may now be archived. This is applicable to Pay Office DoDAACs within iRAPT.

Level 2 GAMs and the PMO can deactivate a pay location code and have the option to automatically move the pay location code to the Archived DoDAACs group upon deactivation.

This only allows the Pay Official View Only role to be assigned/activated/maintained for deactivated Pay DoDAACs.

In addition, when a Pay DoDAAC is deactivated, all non-View Only roles associated with that Pay DoDAAC are also archived.

Level 2 GAMs may deactivate pay location codes through the Location Administration menu. A new link, ‘Deactivate Pay Location Codes’, will only be available to Level 2 GAMs.

Click the Deactivate Pay Location Codes link to search for the pay location code(s) to deactivate.
The Deactivate Pay Location Codes page is displayed where you can search by a specific location code or leave the field blank for a list of all pay location codes within the current group structure. Click the Submit button to continue.

A Level 2 GAM may select the pay location codes to deactivate by checking the check box under the Change Status column.
Inactive pay location codes will not have a checkbox. Click Next to continue to the confirmation page.

The confirmation page displays the list of pay location codes selected for deactivation on the prior page. The pay location codes may be automatically moved to the Archived DoDAACs group by clicking the checkboxes.

Pay location codes that are already in the Archived DoDAACs group may also be deactivated, however there will not be an option on the confirmation page to automatically move these location codes anywhere else. Click Submit to continue.
The notification page displays the result for each pay location code selected for deactivation.

Upon successful deactivation of a pay location code, all non-view only roles tied to the deactivated pay location code will be automatically archived. Those users will receive an email notice.

If no group name exists containing the text ‘Archive’ (not case sensitive), the deactivated pay location code will not be moved and the Result above will state: “Successfully deactivated. A group name containing text ‘Archive’ was not found. This Location Code was not moved from its current group”.

The PMO may also deactivate pay location codes.
For legacy pay location code deactivation, click the Tables link from the Menu options and then click the DFAS Pay Codes link.

Enter in search criteria and click the Filter link.
The search results for legacy pay location codes are displayed. Select the Edit link for a specific location code.

From the Edit page, the PMO can deactivate the pay location code and optionally move it to the DFAS Archived DoDAACs group.

NOTE: If the Move to Archived DoDAACs Group checkbox is selected, the Deactivate checkbox will automatically be selected as well.
The PMO will also be able to re-activate a pay location code in case a deactivation was performed in error. When re-activating, the pay location code will not be moved from its current group. The pay location code will have to be moved manually if necessary.

For standard pay location code deactivation, click the Standard link from the Menu options and then click the Pay Office Information link.
Enter in search criteria and click the Filter link.

The search results for standard pay location codes are displayed. Select the Edit link for a specific location code.
From the Edit page, the PMO can deactivate the pay location code and optionally move it to the DFAS Archived DoDAACs group.

NOTE: If the Move to Archived DoDAACs Group checkbox is selected, the Deactivate checkbox will automatically be selected as well.

The PMO will also be able to re-activate a pay location code in case a deactivation was performed in error. When re-activating, the pay location code will not be moved from its current group. The pay location code will have to be moved manually if necessary.
User roles tied to a deactivated pay location code may not be changed to active. An attempt to do so will result in an error message indicating that a particular Location Code has been deactivated and only Pay Official View Only roles may be registered and active for deactivated location codes.

Only a Pay Official View Only role can register with a deactivated Pay DoDAAC.

If a role other than the Pay Official View Only role enters a deactivated Pay DoDAAC, an error will be given.
Inactive Pay DoDAACs cannot be used to create documents. If submitted, an error message will be given letting the user know the Pay Official DoAAC has been deactivated.

Active Pay DoDAACs can be found under the Lookup dropdown by clicking the Active Pay DoDAACs link.
Enter a City Name or leave blank - then click the Submit button.

Only active Pay DoDAACs will be listed here.
This concludes our demonstration.