

# Approve Draft Dispute Case

## Overview

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### Introduction

Use this procedure to approve a draft dispute case. The Report Source will receive notification that a Report Unit has created a draft dispute case. That case is **reviewed** and subsequently promoted to an actual dispute case. This process is also used to convert a draft dispute case created by the Report Source.

A draft dispute case must have been created prior to performing this procedure. The draft dispute case should be **reviewed** and any penalty line that should not be disputed should be canceled prior to creating the Dispute Case.

Information needed to create a Dispute Case:

- Media ID
- Draft Dispute Case ID
- Unit ID (optional)

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### Contents

This publication contains the following topics:

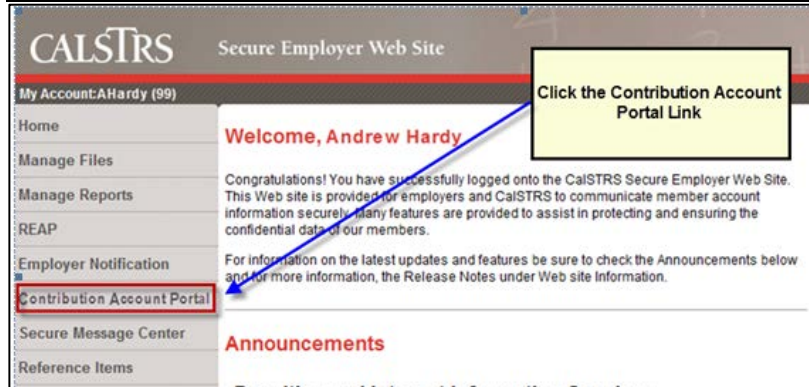
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# Approve a Draft Dispute Case

## Procedure

Step	Action
1	Starting at the SEW home page, click the Contribution Account Portal link.



**Result:** Contribution Account Portal opens to Open Bills tab.

Step	Action
2	Click the Penalty Assessment & Dispute Mgmt link.

**Result:** Penalty Assessment & dispute Mgmt selection screen opens.

Step	Action
3	Select Media ID by clicking the browse button.
4	Enter Draft Dispute ID in Draft ID box.
5	Click the Continue to PADM button.

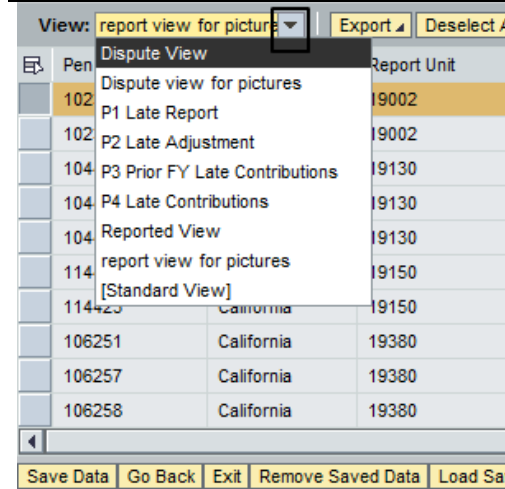
**Result:** PADM application screen opens with draft dispute case lines in First View.

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## Approve a Draft Dispute Case, Continued

Procedure  
(continued)

Step	Action
6	Change view to Dispute View. Click the View Browse button and select Dispute View.



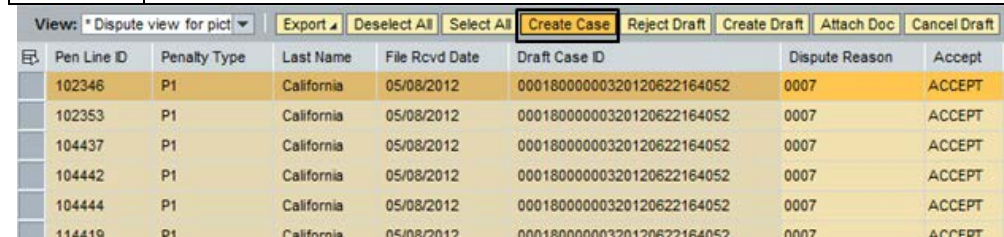
**Result:** Dispute View Columns are shown in PADM application.

Step	Action
7	Click the Select All button



**Result:** All lines highlight.

Step	Action
8	Click the Create Case button.



**Result:** The CREATE OR UPDATE A DISPUTE CASE screen appears.

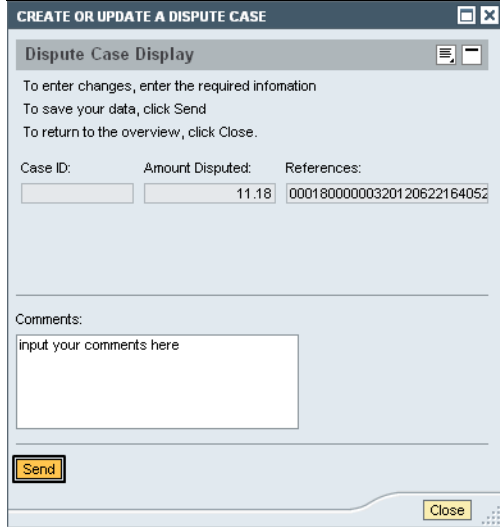
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# Approve a Draft Dispute Case, Continued

**Procedure**  
(continued)

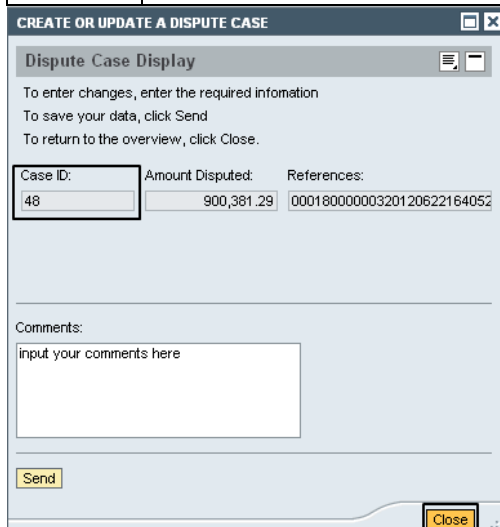
Note: the draft dispute case ID number will appear in the References field. The entry of notes/comments at this point is optional. Enter comments that may help to resolve the dispute case. To enter notes click in the comments box and type.

Step	Action
9	Click the Send button.



**Result:** System displays Case ID number in Case ID box.

Step	Action
10	Click the Close button.



**Result:** PADM application appears. The display

*Continued on next page*

## Approve a Draft Dispute Case, Continued

### Procedure (continued)

Step	Action
11	Click the Exit button

Pen Line ID	Penalty Type	Last Name	File Rcvd Date	Case ID	Disp Ind	Case Status	Status Description	Draft C
102346	P1	California	05/08/2012	48	○○■	10	New	000180
102353	P1	California	05/08/2012	48	○○■	10	New	000180
104437	P1	California	05/08/2012	48	○○■	10	New	000180
104442	P1	California	05/08/2012	48	○○■	10	New	000180
104444	P1	California	05/08/2012	48	○○■	10	New	000180
114419	P1	California	05/08/2012	48	○○■	10	New	000180
114423	P1	California	05/08/2012	48	○○■	10	New	000180
106251	P1	California	05/08/2012	48	○○■	10	New	000180
106257	P1	California	05/08/2012	48	○○■	10	New	000180
106258	P1	California	05/08/2012	48	○○■	10	New	000180

**Result:** Blank PADM screen appears. Dispute Indicator changes to green indicating dispute case created by report source.  
End of procedure.