



ASAP Training Guide for Payment Requestors

ASAP Customer Support June 2000

Department of the Treasury Financial Management Service

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OVERVIEW

1.0 Overview

ASAP is a recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. ASAP was developed by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank (FRB) of Richmond.

1.1 The objectives of ASAP are to provide:

a standard, centralized, electronic payment delivery system for Federal program fund recipients

timely delivery of Federal funds to meet program requirements.

1.2 ASAP Users

| Federal Agencies: | Provide funds to Recipient Organizations & set up accounts to support authorized programs. |
|--------------------------|--|
| Recipient Organizations: | Receive Federal funds for authorized programs. May also be a Payment Requestor. |
| Payment Requestors: | Are authorized to request funds for Recipient Organizations. They may or may not al so be Recipient Organizations. |
| Auxil iary Users: | Incl udes State Officials not directly involved in making payment requests. |

1.3 ASAP Payment Requestor Training Objectives:

To provide ASAP users with the basic knowledge required to accomplish the following procedures:

Getting In Using Passport for Windows Payment Requests Making Adjustments Making Inquiries Requesting Reports Notifications Getting Out

This guide can also be used as a desk reference for the basic ASAP functions. Please refer to **The ASAP User Guide for Payment Requestors** for more detailed information on the features of the ASAP system.

GETTING IN USING PASSPORT FOR WINDOWS

- **2.0.** Getting in Using Passport for Windows
- **STEP 1:** In Windows, double click on the **Passport Async** icon.
- STEP 2: On the menu bar Click on Terminal, then click on Connect in the drop-down menu.
- **Result:** The modem will dial and connect to the AT&T Global Network.
- **STEP 3:** Type **tres** in the Account field, if it does not appear. Type your assigned **User ID** and **Password** in the appropriate fields.

```
SVM0201P
SYSTEM: IBM0SM02
                                       DATE: 05/05/00
TERMID: IBMAXZNW
                                       TIME: 09:20:56
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
_____
                  WELCOME TO
           ===
               =================
                               _____
          --- -- -- -- --
                                  ===
         ===========
                   ===
                          === =
                                  ===
                   ===
        _____
                          ====
                                   ===
              ===
                    ===
                          == === =
        ===
                                   ===
             == ==
        ===
                                   ===
        ===
                          ==== ==
                                   ===
                      Provided by AT&T Global Network Services
 _____
ACCOUNT... tres USERID... _____ PASSWORD... _
Enter desired product or service, or press the HELP key (PF1) for assistance.
===>
                        09
4B_
                                  a:Connected Port A200+
```

STEP 4: Type the appropriate number to access **ASAPPROD** on the command line and **Press Enter.**

| SVM0401P SYSTEM: IBM0SM02 TERMID: IBMCX9N9 CUSTOMER ASSISTANCE: EN | PRODUCT SELECTION | 00-727-2222 | Page 1 DATE: 05/05/00 TIME: 09:20:58 | |
|---|-----------------------------------|---|--|--|
| PRODUCT 1 ASAPPROD 2 ASAPTEST | DESCRIPTION PRODUCTION TEST | ENTER "NOTIFY' 800-727-222 800-727-2222 | OR CALL 2 | |
| Enter selection or press the END key before leaving this terminal unattended. F1=HELP F3=END F5=SERVICES F10=RESEQUENCE PRODUCTS | | | | |
| ===> <u>1</u> | | | | |

STEP 5: At the **FRAS** (Federal Reserve Automation Services) sign on screen, type your assigned User ID and Password and Press Enter.



STEP 6: At the **FORMAT REQUEST** screen, type **asap** and **Press Enter**.

TIME: HH:MM:SS DATE: 05/05/00 F O R M A T R E Q U E S T -------ENTER TRANSACTION FORMAT OR PRESS <CLEAR> FORMAT ===> ASAP DFS0581 SIGN COMMAND COMPLETED **STEP 7:** Type in your **ASAP ID** (Payment Requestor ID) and **Organization Access Code** (OAC), then select the appropriate menu option.

** NOTE ** The ASAP ID and OAC need only to be entered the first time you access the system, unless someone else uses the PC or if you use multiple IDs.

| SPASAP | AUTOMATED STANDARD APPLICATION FOR | 2 PAYMENTS 05/05/00 |
|-------------|---|---------------------------|
| SPASAP | MAIN MENU | 19:21:14 |
| | <1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS ME <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS | NU |
| ORGANIZATIO | ASAP ID | ENTER SELECTION NUMBER: 1 |
| F2=EXIT | ON ACCESS CODE | PRESS ENTER |

PAYMENT REQUESTS

- 3.0 Master Payment Request allows the user to select from a master list of ASAP accounts. ACH (Next Day) payments settle on the morning of the next business day. Warehoused (Future Date) ACH payments can be made for settlement up to 32 calendar days from the date of the request.
- **3.1. Summary** payment request, means ONE transfer of funds to your financial institution for draws from multiple ASAP Accounts potentially encompassing multiple Federal Agencies and/or Recipient Organizations.
- STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.



STEP 2: Type the required information on the prompt screen and **Press Enter.** The example below shows a **S**ummary ACH payment.

| SP025CAUTOMATED STANDARD APPLICATION FOR PAYMENTS05/03/00SP025COMASTER PAYMENT REQUEST PROMPT1228:1305/03/2000 T1228:131228:13 |
|---|
| REQUESTOR ID: 3429820SHORT NAME: LABBANK ACCT: 1 (1ST, OR ENTERTYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)2=2ND, 3=3RD |
| PAYMENT DELIVERY METHOD: <u>A</u> (A=ACH OR F=FEDWIRE) 4=4TH, OR SETTLEMENT DATE: <u>05 / 04 / 2000</u> (MM/DD/CCYY) BLANK FOR LIST) PEOUESTOP REFERENCE NUMBER. 600 (MM/DD/CCYY) |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: |
| RECIPIENT ID: 3439833 SHORT NAME: USH AGENCY LOCATION CODE/REGION: 11000001 / OR PRESS ENTER TO DISPLAY LIST |
| |
| F4=MENU F5=MAIN |

STEP 3: If *<u>Multiple Bank Relationships</u>* exists, type in the appropriate number or leave the Bank Acct. field blank for a list of associated bank accounts and **Press Enter.**

| SP025CAUTOMATED STANDARD APPLICATION FOSP025COMASTER PAYMENT REQUEST PRO05/03/2000 TSecond Second | DR PAYMENTS05/03/00OMPT12:39:59 |
|--|---------------------------------|
| REQUESTOR ID: 3429820 SHORT NAME: LAB | BANK ACCT: _ (1ST, OR ENTER |
| TYPE OF PAYMENT: <u>S</u> (I=INDIVIDUAL OR S=SUMMARY | Z) 2=2ND, 3=3RD |
| PAYMENT DELIVERY METHOD: $\underline{\mathbf{A}}$ (A=ACH OR F=FEDWI | RE) 4=4TH, OR |
| SETTLEMENT DATE: 05 / 04 / 2000 (MM/DD/CCYY) | BLANK FOR LIST) |
| REQUESTOR REFERENCE NUMBER: | |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNT | TS: |
| RECIPIENT ID: 3439833 SHORT NAME: USH | |
| AGENCY LOCATION CODE/REGION: 11000001 / OR PRESS E | NTER TO DISPLAY LIST |
| | |
| F4=MENU F5=MAIN | |

Result: A list of your banks and account numbers will appear. Type **S** in the **SEL** field to choose the account you want your ASAP funds to be deposited and **Press Enter.**

| SP027AAUTOMATED STANDARD APPLICATION FOR PAYMENTS05/03/00SP027AOPAYMENT REQUEST BANK ACCOUNT SELECTION12:43:0205/03/2000 T12:43:02 | | | | |
|--|------------------------|--------------------------|----------------|--|
| PAYMEN | NT DELIVERY METHOD: AC | Н | | |
| SEL NBF | R BANK SHORT NAME | ACCOUNT TITLE | ACCOUNT NUMBER | |
| _ 1 | BANK OF AMERICA | PA LECS | 031000011 | |
| <u>S</u> 2 | FIRST UNION | PA LECS 2ND BANK ACCOUNT | 1111 | |
| _ 3 | WELLS FARGO | PA LECS 3RD BANK ACCOUNT | 2222 | |
| | | | | |
| F3=PRMT F4=MENU F5=MAIN | | | | |

STEP 4: Type the **TOTAL AMOUNT REQUESTED**, which will be the amount of the summary payments. Then type the **AMOUNT REQUESTED** from each desired Account ID. Type **P** in the Action field and **Press Enter**.

| SP030E SP030EO 05/03/2000 T | AUTOMATED STANDARD APPLICATI SUMMARY PAYMENT REQUES | ON FOR PAYMENTS05/03/00T MASTER ENTRY14:09:04 | |
|--|--|---|--|
| | PAGE 1 OF 3 | | |
| REQUESTOR | ID: 3429820 SHORT NAME: LAB | | |
| SETTLEMENT | Г DATE: 05/04/2000 REQ REF NUM: | TYPE OF PAYMENT: S | |
| AGENCY LOC | CATION CODE/REGION: 11000001/ | SHORT NAME: US DOE | |
| RECIPIENT II | D: 3439833 SHORT NAME: USH | TOT AMT REQ: 10000 | |
| CASH ON HA | ND: | TOT AMT ENT: | |
| ASAP SEQUE | NCE NUMBER: | | |
| ACCOUNT | T ID AMOUNT REQUESTED | AVAILABLE BALANCE ITM | |
| F1R10001 | <u>5000</u> | \$500,000.00 | |
| F1R10002 | <u>5000</u> | \$500,000.00 | |
| F1R10003 | | \$500,000.00 | |
| F1R103A | | | |
| F1R103B | | | |
| F1R103C | | | |
| F1R10004 | | \$500,000.00 | |
| F1R104D | | | |
| F1R104E | | | |
| ACTION: $\mathbf{\underline{P}}$ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) | | | |
| | F8=PGDN F9=ALC F10=RC | | |

Result: A message will appear on the screen telling you your request was successfully posted or if an error has been made.

| SP030E SP030EO 05/03/2000 T | AUTOMATED STANDARD APPLIC SUMMARY PAYMENT REQUI | ATION FOR PAYMENTS05/03/00EST MASTER ENTRY14:15:41 | | |
|---|--|--|--|--|
| | | PAGE 1 OF 3 | | |
| REQUESTOR | R ID: 3429820 SUMMARY | POSTED | | |
| SETTLEMEN | NT DATE: 05/04/2000 REQ REF NUM | TYPE OF PAYMENT: S | | |
| AGENCY LO | CATION CODE/REGION: 11000001/ | SHORT NAME: US DOE | | |
| RECIPIENT I | ID: 3439833 SHORT NAME: USH | TOT AMT REQ: \$10,000.00 | | |
| CASH ON HA | AND: | TOT AMT ENT: \$10,000.00 | | |
| ASAP SEQU | ENCE NUMBER: 05/03/2000 E1DJJ0# | 000001 | | |
| ACCOUN | T ID AMOUNT REQUESTED | D AVAILABLE BALANCE ITM | | |
| F1R10001 | \$5,000.00 | \$495,000.00 01 | | |
| F1R10002 | \$5,000.00 | \$495,000.00 02 | | |
| F1R10003 | | \$500,000.00 | | |
| F1R103A | | | | |
| F1R103B | | | | |
| F1R103C | | | | |
| F1R10004 | | \$500,000.00 | | |
| F1R104D | | | | |
| F1R104E | | | | |
| ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) | | | | |
| F3=PRMT F4=MENU F5=MAIN F8=PGDN | | | | |
| 10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY. | | | | |
| | | | | |

STEP 5: To make another request, **Press F3=prmt**

TO EXIT: Press F5=Main Menu, then **Press F2**=Exit, Select Terminal, Disconnect.

- **3.2. FEDWIRE payments** are same day payments made through the Fedwire system.
- **3.3. Individual** payment request, means a separate transfer of funds to your financial institution for EACH draw againt EACH ASAP Account.
- STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.

| SP020A SP020AO 05/03/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS05/03/00PAYMENT REQUEST PROCESSING07:58:58 | | |
|-----------------------------------|---|--|--|
| | <i> TEMPLATE PAYMENT REQUEST PROMPT</i> | | |
| | <2> MASTER PAYMENT REQUEST PROMPT | | |
| | <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT | | |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT | | |
| > PAYMENT CANCELLATION PROMPT | | | |
| | <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT | | |
| | ENTER SELECTION NUMBER: 2 RESS ENTER | | |
| F2=EXIT I0118 YOUR | F5=MAIN ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES | | |

STEP 2: Type the required information on the Master Payment Request Prompt Screen and **Press Enter**.

| SP025C SP025CO | AUTOMATED STANDARD A MASTER PAYMENT | PPLICATION FOR PAYMENTS REQUEST PROMPT | 05/03/00 13:39:49 |
|---|---|--|----------------------|
| REQUESTOR ID: 34 TYPE OF PAYMENT: | 29820 SHORT NAME: P <u>I</u> (I=INDIVIDUAL OR S METHOD: F (A-ACH OP | A-LECS BANK ACCT: 1(1ST =SUMMARY) 2=2ND, 3=3 F-FFDWIDE) 4-4TH OP | F, OR ENTER BRD |
| SETTLEMENT DATE: REQUESTOR REFERE | 05 / 03 / 2000 (MM/D NCE NUMBER: | D/CCYY) BLANK F | FOR LIST) |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: | | | |
| RECIPIENT ID: 3439833 SHORT NAME: PA LECS AGENCY LOCATION CODE/REGION: / OR TYPE <s> TO SELECT FROM LIST</s> | | | |
| SEL ALC/REGION <u>\$</u> 11000001 / | SHORT NAME US DOE | SEL ALC/REGION SHORT _ 22000000 / 02 DOW | f NAME |
| F | 4=MENU F5=MAIN | | |

STEP 3: Type an **S** in the **SEL** column next to the Federal Agency from which you wish to draw funds (example below) and **Press Enter**.

| SP025C | AUTOMATED STANDARD APPLICATION FO | OR PAYMENTS 05/03/00 |
|-------------------|--------------------------------------|--------------------------------|
| SP025CO | MASTER PAYMENT REQUEST PRO | MPT 14:25:20 |
| 05/03/2000 T | | |
| REQUESTOR | ID: 3429820 SHORT NAME: LAB | BANK ACCT: 1 (1ST, OR ENTER |
| TYPE OF PA | YMENT: I (I=INDIVIDUAL OR S=SUMMARY) | 2=2ND, 3=3RD |
| PAYMENT D | ELIVERY METHOD: F (A=ACH OR F=FEDWI | RE) 4=4TH, OR |
| SETTLEMEN | T DATE: 05 / 03 / 2000 (MM/DD/CCYY) | BLANK FOR LIST) |
| REQUESTOR | REFERENCE NUMBER: | |
| | | |
| PLEASE ENT | ER THE FOLLOWING TO DISPLAY ACCOUN | ГS: |
| | | |
| RECIPIENT I | D: 3439833 SHORT NAME: USH | |
| AGENCY LO | CATION CODE/REGION: / OR TY | PE <s> TO SELECT FROM LIST</s> |
| | CION CHODTNAME SEL ALC/DECION | |
| SEL ALC/RI | COLON SHOKI NAME SEL ALC/REGIO | N SHUKI NAME |
| <u>5</u> 11000001 | / US DUE _ 22000000 / 02 DUW | |
| | | |
| F4-N | ΜΕΝΙΙ Ε5-ΜΔΙΝ | |
| 1.4-1 | | |

Result: A prompt appears in the middle of the screen and asks you to confirm that you want to make a FEDWIRE payment.

STEP 4: Type **Y** to confirm that you want a **FEDWIRE** payment and **Press Enter**.

| SP025CAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP025COMASTER PAYMENT REQUEST PROMPT05/03/2000 TTREQUESTOR ID: 3429820SHORT NAME: LABBANK ACCT: 1 (1ST, OR | 05/03/00 13:52:46 ENTER |
|--|-------------------------------|
| TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)2=2ND, 3PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)4=4TH, 0SETTLEMENT DATE: 05 / 03 / 2000 (MM/DD/CCYY)BLANK FOREQUESTOR REFERENCE NUMBER: | }=3RD)R)R LIST) |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N |): <u>¥</u> |
| RECIPIENT ID: 3439833 SHORT NAME: USH AGENCY LOCATION CODE/REGION: 11000001 / OR TYPE <s> TO SELECT FROM</s> | LIST |
| SELALC/REGIONSHORT NAMESELALC/REGIONSHORT NAMES11000001 /USDOE_22000000 / 02DOW | |
| | |
| F4=MENU F5=MAIN I0089 TYPE <y> TO CONTINUE OR <n> TO CHANGE PAYMENT TYPE</n></y> | |

STEP 5: Type the amount requested from the desired account and type **P** in the Action field and **Press Enter**.

| SP030B | AUTOMATED STANDARD APPLICA | TION FOR PAYMENTS 05/03/00 |
|------------------------|-----------------------------------|----------------------------|
| SP030BO | INDIVIDUAL PAYMENT REQU | EST MASTER ENTRY 14:52:20 |
| 05/03/2000 T | | |
| | PAGE 1 OF | 5 |
| REQUESTOR | ID: 3429820 SHORT NAME: LAB | |
| SETTLEMEN | T DATE: 05/03/2000 | TYPE OF PAYMENT: I |
| AGENCY LO | CATION CODE/REGION: 11000001/ | SHORT NAME: US DOE |
| RECIPIENT I | D: 3439833 SHORT NAME: | |
| REQUESTOR | REFERENCE NUM: CASH ON | HAND: |
| ASAP SEQUE | ENCE NUMBER: | |
| ACCOUNT | Γ ID AMOUNT REQUESTED | AVAILABLE BALANCE ITM |
| F1R10001 | <u>100000</u> | \$495,000.00 |
| REF | ERENCE NUMBER | |
| F1R10002 | <u>100000</u> | \$495,000.00 |
| REF | ERENCE NUMBER | |
| F1R10003 | | \$500,000.00 |
| F1R103A | | |
| F1R103B | | |
| F1R103C | | |
| REFERENCE NUMBER | | |
| ACTION: \mathbf{P} (| P=POST, V=VALIDATE, R=REFRESH, E= | =ESCAPE, J=JUMP) |
| | F8=PGDN | |

Result: A message will appear at the top of the screen to confirm that the request has been posted, a message will also appear at the bottom of the screen stating the same day request(s) was approved.

| SP030B SP030BO 05/03/2000 T | AUTOMATED STANDARD APPLICAT INDIVIDUAL PAYMENT REQUEST | TION FOR PAYMENTS 05/03/00 TMASTER ENTRY 14:55:35 |
|-----------------------------------|---|--|
| | | |
| REQUESTOR I | D: 3429820 REQUEST(S) POS | STED |
| SETTLEMENT | DATE: 05/03/2000 | TYPE OF PAYMENT: I |
| AGENCY LOC | ATION CODE/REGION: 11000001/ | SHORT NAME: US DOE |
| RECIPIENT ID | : 3439833 SHORT NAME: USH | |
| REQUESTOR F | REFERENCE NUM: CASH ON | HAND: |
| ASAP SEQUEN | ICE NUMBER: 05/03/2000 E1DJJ0# | REST OF SEQNUM DISPLAYED BELOW |
| | | |
| ACCOUNT | ID AMOUNT REQUESTED | AVAILABLE BALANCE ITM |
| F1R10001 | \$100,000.00 | \$395,000.00 |
| REFE | RENCE NUMBER | SEQNUM: 000002 01 |
| F1R10002 | \$100,000.00 | \$395,000.00 |
| REFE | RENCE NUMBER | SEQNUM: 000003 01 |
| F1R10003 | | - |
| F1R103A | | |
| F1R103B | | |
| F1R103C | | |
| REFE | RENCE NUMBER | |
| ACTION: _ (P= | POST, V=VALIDATE, R=REFRESH, E=H | ESCAPE, J=JUMP) |
| F3=PRMT | F4=MENU F5=MAIN F8=PGDN | F9=ALC F10=RO |
| 10081 SAM | E DAY INDIVIDUAL REQUEST | r(S) APPROVED. |

STEP 6: To make another request, **Press F3=prmt**. **TO EXIT: Press F5=**Main Menu, then **Press F2=**Exit, Select Terminal, **D**isconnect. **3.4. FEDWIRE Summary** permits multiple Fedwire payment requests from multiple accounts to be combined and received as a single Fedwire Payment.

STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.

| SP020A SP020AO 05/03/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENT PAYMENT REQUEST PROCESSING | TS 05/03/00 07:58:58 |
|-----------------------------------|--|-------------------------------------|
| | <1> TEMPLATE PAYMENT REQUEST PROMP | Г |
| | <2> MASTER PAYMENT REQUEST 1 | PROMPT |
| | ⊲> CREATE PAYMENT REQUESTOR TEMPLA | ATE PROMPT |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT | |
| | > PAYMENT CANCELLATION PROMPT | |
| | <6> INTERSTATE AUTHORIZATION TRANSFE | ER PROMPT |
| | ENTER RESS | SELECTION NUMBER: <u>2</u> ENTER |
| F2=EXIT I0118 YOUR | F5=MAIN ORGANIZATION HAS UNREAD NOTIFICATION MESSAGE | S |

STEP 2: Type the required information on the Master Payment Request Prompt Screen, leave the ALC field blank and **Press Enter** to select from the list of Federal Agencies.

| SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP025CO MASTER PAYMENT REQUEST PROMPT 05/03/2000 T | 05/03/00 13:39:49 |
|---|----------------------|
| REQUESTOR ID: 3429820 SHORT NAME: PA-LECS BANK ACCT: 1(1ST, OR E | NTER |
| TYPE OF PAYMENT: \underline{S} (I=INDIVIDUAL OR S=SUMMARY) 2=2ND, 3=3 | RD |
| PAYMENT DELIVERY METHOD: $\underline{\mathbf{F}}$ (A=ACH OR $\mathbf{F}=\mathbf{F}\mathbf{E}\mathbf{D}\mathbf{W}\mathbf{I}\mathbf{R}\mathbf{E}$) 4=4TH, or | |
| SETTLEMENT DATE: 05 / 03 / 2000 (MM/DD/CCYY) BLANK FOR | LIST) |
| REQUESTOR REFERENCE NUMBER: | |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: | |
| RECIPIENT ID: 3439833 SHORT NAME: PA LECS | |
| AGENCY LOCATION CODE/REGION: / OR TYPE <s> TO SELECT FROM</s> | LIST |
| | |
| SEL ALC/REGION SHORT NAME SEL ALC/REGION SHORT NAME | |
| <u>S</u> 11000001 / US DOE _ 22000000 / 02 DOW | |
| | |
| | |
| FI-MENO FJ-MAIN | |

STEP 3: Type an **S** in the **SEL** column next to the Federal Agency from which you wish to draw funds (example below) and **Press Enter**.

| SP025C | AUTOMATED STANDARD APPLICATION F | OR PAYMENTS 05/03/00 |
|--------------------------|--------------------------------------|--------------------------------|
| SP025CO | MASTER PAYMENT REQUEST PRC | DMPT 14:25:20 |
| 05/03/2000 T | | |
| REQUESTOR | R ID: 3429820 SHORT NAME: LAB | BANK ACCT: 1 (1ST, OR ENTER |
| TYPE OF PA | YMENT: I (I=INDIVIDUAL OR S=SUMMARY) |) 2=2ND, 3=3RD |
| PAYMENT D | ELIVERY METHOD: F (A=ACH OR F=FEDWII | RE) $4=4$ TH, OR |
| SETTLEMEN | T DATE: 05 / 03 / 2000 (MM/DD/CCYY) | BLANK FOR LIST) |
| REQUESTOR | REFERENCE NUMBER: | |
| | | |
| PLEASE ENT | TER THE FOLLOWING TO DISPLAY ACCOUN | TS: |
| | | |
| RECIPIENT | D: 3439833 SHORT NAME: USH | |
| AGENCY LU | CATION CODE/REGION: / OR TY | PE <s> TO SELECT FROM LIST</s> |
| SEL ALC/PI | ECION SHOPT NAME SEL ALC/DECIO | Ν SHOPT NAME |
| SEL ALC/K | EGION SHOKI NAME SEL ALU/KEGIO | IN SHORT NAME |
| <u>b</u> 11000001 | US DOE _ 22000000 / 02 DOW | |
| | | |
| 54.1 | | |
| F4= | MENU F5=MAIN | |

Result: A prompt appears in the middle of the screen and asks you to confirm that you want to make a FEDWIRE payment.

STEP 4: Type **Y** to confirm that you want a **FEDWIRE** payment and **Press Enter**.

| SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP025CO MASTER PAYMENT REQUEST PROMPT | 05/03/00 13:52:46 |
|--|------------------------|
| CS70372000 1REQUESTOR ID: 3429820SHORT NAME: LABBANK ACCT: 1 (1ST, OFTYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)2=2ND,PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)4=4TH, | R ENTER 3=3RD OR |
| SETTLEMENT DATE: 05 / 03 / 2000 (MM/DD/CCYY) BLANK 1 REQUESTOR REFERENCE NUMBER: | FOR LIST) |
| PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/ | N): <u>Y</u> |
| RECIPIENT ID: 3439833 SHORT NAME: USH AGENCY LOCATION CODE/REGION: 11000001 / OR TYPE <s> TO SELECT FROM</s> | M LIST |
| SELALC/REGIONSHORT NAMESELALC/REGIONSHORT NAMES11000001 /US00E22000000 / 02DOW | £ |
| | |
| F4=MENU F5=MAIN I0089 TYPE <y> TO CONTINUE OR <n> TO CHANGE PAYMENT TYP</n></y> | Ε. |
| | |

STEP 5: Type the **TOTAL AMOUNT REQUESTED**, which will be the amount of the summary payments. Then type the **AMOUNT REQUESTED** from each desired Account ID. Type **P** in the Action field and **Press Enter**.

| SP030E SP030EO | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 06/20/00 SUMMARY PAYMENT REQUEST MASTER ENTRY 15:29:17 |
|--|---|
| 06/20/2000 T | DACE 1 OF 2 |
| REQUESTOR ID | AUC TOF 5 |
| SETTLEMENT D | ATE: 06/20/2000 REO REF NUM: TYPE OF PAYMENT: S |
| AGENCY LOCAT | TION CODE/REGION: 11000001/ SHORT NAME: US DOE |
| RECIPIENT ID: 3 | 439833 SHORT NAME: TOT AMT REQ: 20000 |
| CASH ON HAND | TOT AMT ENT: |
| ASAP SEQUENC | E NUMBER: |
| ACCOUNT II | AMOUNT REQUESTED AVAILABLE BALANCE ITM |
| F1R10001 | 10000 \$389,250.00 |
| F1R10002 | 10000 \$399,650.00 |
| F1R10003 | \$465,100.00 |
| F1R103A | |
| F1R103B | |
| FIR103C | |
| F1K10004 F1P104D | \$470,000.00 |
| F1R104D | |
| $\Lambda CTION \mathbf{P} (\mathbf{p}_{-1})$ | = = = = = = = = = = = = = = = = = = = |
| ACTION: $\mathbf{\underline{\Gamma}}$ (P=I | (US1, V = VALIDATE, K = KEFKESH, E = EOCAPE, J = JUMP) R = DCDN EQ = ALC E10 = PO |
| | 10-1 ODN 17-ALC FIU-KO |

Result: A message will appear at the top of the screen to confirm that the request has been posted, a message will also appear at the bottom of the screen stating the same day request(s) was posted successfully.

| SP030E SP030EO | AUTOMATED STANDARI SUMMARY PAYME | D APPLICATION FOR PA ENT REQUEST MASTER | AYMENTS 06/20/0 ENTRY 15:36:4 | 0 2 |
|------------------------|-------------------------------------|--|---|--------|
| 06/20/2000 T | | | PAGE 1 OF | 3 |
| REQUESTOR ID: 3429820 | SUMMARY | POSTED | TAGE 1 OF | 5 |
| SETTLEMENT DATE: 06/ | 20/2000 REO REF NUM: | IOSILD | TYPE OF PAYMENT: | S |
| AGENCY LOCATION CO | DE/REGION: 11000001/ | SHORT NAME: US DO | DE | |
| RECIPIENT ID: 3439833 | SHORT NAME: USH | TOT AMT REQ: | \$20,000.00 | |
| CASH ON HAND: | | TOT AMT ENT | T: \$20,000.00 | |
| ASAP SEQUENCE NUMB | ER: 06/20/2000 E1DJJ0# 000 | 001 | | |
| ACCOUNT ID | AMOUN | T REQUESTED AVA | AILABLE BALANCE IT | M |
| F1R10001 | | \$10,000.00 | \$379,250.00 (|)1 |
| F1R10002 | | \$10,000.00 | \$389,650.00 (|)2 |
| F1R10003 | | \$465,100.00 | | |
| F1R103A | | | | |
| F1R103B | | | | |
| F1R103C | | | | |
| F1R10004 | | \$470,000.00 | | |
| F1R104D | | | | |
| F1R104E | | | | |
| ACTION: _ (P=POST, V=V | ALIDATE, R=REFRESH, E=I | ESCAPE, J=JUMP) | | |
| F3=PRMT F4=MENU | F5=MAIN F8=PGDN | N | | |
| 10043 SUMMARY H | PAYMENT REQUEST | POSTED SUCCESS | SFULLY. | |
| | | | | |

STEP 6: To make another request, **Press F3=prmt**.

TO EXIT: Press F5=Main Menu, then **Press F2**=Exit, Select Terminal, Disconnect.

3.5. Control Accounts allow Requestors to make draws at the detail level, instead of at the account level.

STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.

| SP020A SP020AO 05/03/2000 T | AUTOMATED STANDARD APPLICATION PAYMENT REQUEST PROCES | FOR PAYMENTS 05/03/00 SING 07:58:58 |
|------------------------------------|--|---|
| | <1> TEMPLATE PAYMENT REQUEST PROMPT | |
| | <2> MASTER PAYMENT REQUEST F | PROMPT |
| | <3> CREATE PAYMENT REQUESTOR TEMPLA | TE PROMPT |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT | |
| | S> PAYMENT CANCELLATION PROMPT | |
| | <6> INTERSTATE AUTHORIZATION TRANSFE | R PROMPT |
| | 1 | ENTER SELECTION NUMBER: <mark>2</mark> PRESS ENTER |
| F2=EXIT F5=M I0118 YOUR ORGANIZ | AIN ATION HAS UNREAD NOTIFICATION MESSAGES | |

STEP 2: Type the required information in the Master Payment Request Prompt Screen and **Press Enter.**

SP025C AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/03/00 SP025CO MASTER PAYMENT REQUEST PROMPT 13:39:49 05/03/2000 T REQUESTOR ID: 4210457 SHORT NAME: PA-LECS BANK ACCT: 1 (1ST, OR ENTER TYPE OF PAYMENT: **S** (I=INDIVIDUAL OR **S=SUMMARY**) 2=2ND, 3=3RD PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE) 4=4TH, OR SETTLEMENT DATE: 05 / 04 / 2000 (MM/DD/CCYY) BLANK FOR LIST) REQUESTOR REFERENCE NUMBER: PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS: RECIPIENT ID: 3439833 SHORT NAME: PA LECS AGENCY LOCATION CODE/REGION: 11000001 / __ OR PRESS ENTER TO DISPLAY LIST F4=MENU F5=MAIN

STEP 3: Type the **TOTAL AMOUNT REQUESTED**, which will be the amount of the

summary payments. Then type the **AMOUNT REQUESTED** from Account ID at the **detail level**. Type **P** in the Action field and **Press Enter.**

| SP030E SP030EO | AUTOMATED STANDARD APPLICATION FOR PAYMENTS05/03/00SUMMARY PAYMENT REQUEST MASTER ENTRY15:24:43 |
|-------------------|---|
| 05/03/2000 T | |
| DEQUESTOR | PAGE I UF 5 |
| REQUESION | ID: 3429820 SHUKI NAME: LAB T. DATE: 05/04/2000 DEO DEE NUM: TVDE OE DAVMENT: S |
| | TDATE: 05/04/2000 KEV KET NOM: TIPE OF PAIMENT: S |
| AGENCILO | CATION CODE/REGION. 11000001/ SHOKT NAME. US DOE |
| RECIPIENT I | D: 3439833 SHORT NAME: USH TOT AMT REQ: 20000 |
| CASH ON HA | ND: TOT AMT ENT: |
| ASAP SEQUE | ENCE NUMBER: |
| ACCOUN | T ID AMOUNT REQUESTED AVAILABLE BALANCE ITM |
| F1R10001 | \$395,000.00 |
| F1R10002 | \$395,000.00 |
| F1R10003 | \$490,000.00 |
| F1R103A | 5000 |
| F1R103B | <u>5000</u> |
| F1R103C | |
| F1R10004 | \$490,000.00 |
| F1R104D | <u>5000</u> |
| F1R104E | 5000 |
| ACTION: P | (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) |
| | F8=PGDN F9=ALC F10=RO |

Result: A message will appear at the bottom of the screen telling you if your request was successfully posted or if an error has been made.

| SP030E SP030EO 05/03/2000 T | AUTOMATED STANDARD APPLIC SUMMARY PAYMENT REQUI | CATION FOR PAYMENTS EST MASTER ENTRY | 05/03/00 15:14:40 | |
|---|--|---|----------------------|--|
| | PAGE 1 OF | 3 | | |
| REQUESTOR II | D: 3429820 SUMMARY | POSTED | | |
| SETTLEMENT | DATE: 05/04/2000 REQ REF NUM: | TYPE OF PA | YMENT: S | |
| AGENCY LOCA | TION CODE/REGION: 11000001/ | SHORT NAM | ME: US DOE | |
| RECIPIENT ID: | 3439833 SHORT NAME: USH | TOT AMT F | REQ: \$20,000.00 | |
| CASH ON HAN | D: | TOT AMT | ENT: \$20,000.00 | |
| ASAP SEQUEN | CE NUMBER: 05/03/2000 E1DJJ0# 000 | 0004 | | |
| ACCOUNT I | ID AMOUNT REQUESTED | AVAILABLE BALANCE ITM | I | |
| F1R10001 | | \$395,000.00 | | |
| F1R10002 | | \$395,000.00 | | |
| F1R10003 | \$10,000.00 | \$480,000.00 01 | l | |
| F1R103A | \$5,000.00 | | | |
| F1R103B | \$5,000.00 | | | |
| F1R103C | | | | |
| F1R10004 | \$10,000.00 | \$480,000.00 02 | | |
| F1R104D | \$5,000.00 | | | |
| F1R104E | \$5,000.00 | | | |
| ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) | | | | |
| F3=PRMT F | F3=PRMT F4=MENU F5=MAIN F8=PGDN | | | |
| 10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY. | | | | |

STEP 4: To make another request, **Press F3=prmt**.

TO EXIT: Press F5= Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

3.6. Maximum Draw feature is a system review function which allows Federal Agencies to establish daily, monthly, quarterly, and/or total draw limits for payment requests. A notification message is automatically sent to the Payment Requestor/Recipient Organization advising that Maximum Draw limits are in effect.

STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.

| SP020A SP020AO 03/06/2000 T | AUTOMATED STANDAR PAYMENT I | RD APPLICATION FOR PAYMENTS REQUEST PROCESSING | 03/06/00 07:58:58 |
|--|--|--|----------------------|
| | IEMPLATE PAYMENT F | REQUEST PROMPT | |
| | <2> MASTER PAYMEN | NT REQUEST PROMPT | |
| | S CREATE PAYMENT REC | QUESTOR TEMPLATE PROMPT | |
| | <4> BOOK ENTRY ADJUSTN | IENT PROMPT | |
| | 5> PAYMENT CANCELLAT | TON PROMPT | |
| | INTERSTATE AUTHORIZ | ZATION TRANSFER PROMPT | |
| F2=EXIT F5: | =MAIN | ENTER SELECTION NUMBER IRESS ENTER | :: <u>2</u> |
| I0118 YOUR ORGAN | VIZATION HAS UNREAD NOTIFICA | TION MESSAGES | |
| STEP 2: Type th Press I | ne required information in the Enter. | Master Payment Request Prom | pt Screen and |
| SP030E SP030EO 05/03/2000 T BEOUESTOP ID: 242 | AUTOMATED STANDARD APP SUMMARY PAYMENT REQ PAGE 2 OF 3 | LICATION FOR PAYMENTS 05/ DUEST MASTER ENTRY 16:1 | 03/00 2:20 |
| SETTLEMENT DATE AGENCY LOCATION | 520 SHOKT NAME, LAB : 05/04/2000 REQ REF NUM: V CODE/REGION: 11000001/ | TYPE OF PAYMENT: SHORT NAME: US DO | S DE |
| RECIPIENT ID: 34398 | 333 SHORT NAME: USH TOT AMT ENT [.] | TOT AMT REQ: <u>5500</u> |)0 |

| CASH ON HAND: | TOT AMT ENT: | \$0.00 | | | | |
|--|--------------------------|-----------------------|--|--|--|--|
| ASAP SEQUENCE NUM | ASAP SEQUENCE NUMBER: | | | | | |
| ACCOUNT ID | AMOUNT REQUESTED | AVAILABLE BALANCE ITM | | | | |
| F1R104F | | | | | | |
| F1R10005 | | \$500,000.00 | | | | |
| F1R105G | | | | | | |
| F1R105H | | | | | | |
| F1R105I | | | | | | |
| F1R10006 | 55000 | \$500,000.00 | | | | |
| F1R10007 | | \$500,000.00 | | | | |
| F1R10008 | | \$500,000.00 | | | | |
| F1R10009 | | \$500,000.00 | | | | |
| ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) | | | | | | |
| F | 7=PGUP F8=PGDN F9=ALC F1 | 0=RO | | | | |
| 10034 DATA ON PREVIOUS SUMMARY SCREEN SAVED. | | | | | | |

Result: A message will appear at the bottom of the screen. The payment request is *not processed* by the ASAP system., because the request exceeds the maximum draw limits.

| SP030E SP030EO 05/03/2000 T | AUTOMATED STANDARD APPLICATION SUMMARY PAYMENT REQUEST MA | FOR PAYMENTS STER ENTRY | 05/03/00 16:23:22 |
|-----------------------------------|--|----------------------------|----------------------|
| | PAGE 2 OF 3 | | |
| REQUESTOR ID: 3429820 | 0 SHORT NAME: LAB | | |
| SETTLEMENT DATE: 05/ | /04/2000 REQ REF NUM: | TYPE OF PAYME | NT: S |
| AGENCY LOCATION CO | DDE/REGION: 11000001/ | SHORT NAME: U | S DOE |
| RECIPIENT ID: 3439833 | SHORT NAME: USH | TOT AMT REQ: | \$55,000.00 |
| CASH ON HAND: | | TOT AMT ENT: | \$55,000.00 |
| ASAP SEQUENCE NUME | BER: | | |
| ACCOUNT ID | AMOUNT REQUESTED AVAILABLE BA | ALANCE ITM | |
| F1R104F | | | |
| F1R10005 | \$500,000.00 |) | |
| F1R105G | | | |
| F1R105H | | | |
| F1R105I | | | |
| F1R10006 | \$55,000.00 \$500,000.00 | | |
| F1R10007 | \$500,000.00 | | |
| F1R10008 | \$500,000.00 | | |
| F1R10009 | \$500,000.00 | | |
| ACTION: _ (P=POST, V=' | VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP | ') | |
| F7 | PGUP F8=PGDN F9=ALC F10=RO | | |
| E0629 REQUEST | EXCEEDS THE DAILY MAXIMU | M DRAW LIMI | Γ |

STEP 3: To make another request, **Press F3=prmt**.

TO EXIT: Press F5=Main Menu, then **Press F2**=Exit, Select Terminal, Disconnect.

3.7. Agency Review feature allows the Federal Agency to approve or reject payment requests. For Summary Payment Requests, the Federal Agency can approve or reject the entire payment request or individual accounts within the payment request. The payment will be held and will *not* affect account balances until the Federal Agency either approves or rejects it. A Notification message is automatically sent to the Federal Agency advising that payment requests are waiting for review.

STEP 1: From the Payment Request Processing menu, select option 2 for Master Payment Request Prompt and Press Enter.

| SP020A SP020AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST PROCESSING | 05/04/00 07:58:58 |
|-----------------------------------|---|----------------------|
| | <1> TEMPLATE PAYMENT REQUEST PROMPT | |
| | <2> MASTER PAYMENT REQUEST PROMPT | |
| | SCREATE PAYMENT REQUESTOR TEMPLATE PROMPT | |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT | |
| | S PAYMENT CANCELLATION PROMPT | |
| | <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT | |
| | | |
| | ENTER SELECTION NUMBER: $\frac{2}{2}$ | |
| | R ESS ENTER | |
| F2=EXIT | F5=MAIN | |
| I0118 YOUR OF | RGANIZATION HAS UNREAD NOTIFICATION MESSAGES | |

STEP 2: Type the required information in the Master Payment Request Prompt Screen and **Press Enter.**

| SP025C SP025CO 05/04/2000 T | AUTOMATED STANDARD APPLIC MASTER PAYMENT REQU | CATION FOR PAYMENTS JEST PROMPT | 05/04/00 08:49:45 |
|-----------------------------------|--|------------------------------------|----------------------|
| REQUESTOR ID: 34298 | 20 SHORT NAME: LAB | BANK ACCT: 1 (1ST, OR EN | ΓER |
| TYPE OF PAYMENT: \underline{S} | (I=INDIVIDUAL OR S=SUMMARY | 2=2ND, 3=3 | 3RD |
| PAYMENT DELIVERY | METHOD: $\underline{\mathbf{A}}$ (A=ACH OR F=FED | OWIRE) 4=4TH, OR | |
| SETTLEMENT DATE: [| <u>)5 / 05 / 2000</u> (MM/DD/CCYY) | BLANK FO | R LIST) |
| REQUESTOR REFEREN | NCE NUMBER: | | |
| PLEASE ENTER THE F | OLLOWING TO DISPLAY ACCOUNT | ГS: | |
| RECIPIENT ID: 3439833 | 3 SHORT NAME: USH | | |
| AGENCY LOCATION C | CODE/REGION: <u>11000001</u> / OR J | PRESS ENTER TO DISPLAY L | IST |
| F4=MENU F5= | MAIN | | |

STEP 3: Type the required information in the Master Payment Request Prompt Screen and **Press Enter.**

| SP030E | AUTOMATED STANDARI | O APPLICATION FOR PAYMENTS 06/21/00 | |
|---|--------------------------|-------------------------------------|-----------|
| SP030EO | SUMMARY PAYME | NT REOUEST MASTER ENTRY 14:20:35 | |
| 06/21/2000 T | | PAGE 2 OF 3 | |
| REQUESTOR ID: 34298 | 20 SHORT NAME: LAB | | |
| SETTLEMENT DATE: 0 | 06/22/2000 REQ REF NUM: | TYPE OF PAYMENT: S | |
| AGENCY LOCATION C | CODE/REGION: 11000001/ | SHORT NAME: US DOE | |
| RECIPIENT ID: 3439833 | 3 | SHORT NAME: USH TOT AMT REQ: | |
| \$11,000.00 | | | - |
| CASH ON HAND: | | TOT AMT ENT: | \$0.00 |
| | | | + • • • • |
| ASAP SEQUENCE NUN | /IBER: | | |
| ACCOUNT ID | AMOUNT REQUESTED | AVAILABLE BALANCE ITM | |
| F1R104F | | | |
| F1R10005 | | \$500,000.00 | |
| F1R105G | | | |
| F1R105H | | | |
| F1R105I | | | |
| F1R10006 | | \$500,000.00 | |
| F1R10007 | | \$500,000.00 | |
| F1R10008 | <u>11000</u> | \$500,000.00 | |
| F1R10009 | | \$500,000.00 | |
| ACTION: $\mathbf{\underline{P}}$ (P=POST, | , V=VALIDATE, R=REFRESH, | E=ESCAPE, J=JUMP) | |
| | F7=PGUP F8=PGDN F9= | =ALC F10=RO | |
| 10034 DATA ON PREV | IOUS SUMMARY SCREEN SA | AVED. | |

Result: A message will appear at the bottom of the screen. The payment request *will not* post to the account until the Federal Agency approves or rejects the request.

| SP030E SP030EO 06/21/2000 T | AUTOMATED STANDARD APPLICA SUMMARY PAYMENT REQUES | ΓΙΟΝ FOR PAYMENTΩ Γ MASTER ENTRY | S 06/21/00 15:05:35 |
|-----------------------------------|--|-------------------------------------|------------------------|
| 06/21/2000 1 | | D | AGE 2 OF 3 |
| | | 1 | AUL 2 UN 3 |
| REQUESTOR ID: 3429820 | SUMMARY POSIED | | |
| SETTLEMENT DATE: 06/22/200 | 00 REQ REF NUM: | TYPE OF | PAYMENT: S |
| AGENCY LOCATION CODE/RE | EGION: 11000001/ SHOR' | Γ NAME: US DOE | |
| RECIPIENT ID: 3439833 SHOR | T NAME: USH | TOT AMT REQ: | \$11,000.00 |
| CASH ON HAND: | | TOT AMT ENT: | \$11,000.00 |
| ASAP SEQUENCE NUMBER: 00 | 6/21/2000 E1DJJ0# 000002 | | |
| ACCOUNT ID | AMOUNT REQUESTED | AVAILABLE BAL | ANCE ITM |
| F1R104F | | | |
| F1R10005 | | \$50 | 0,000.00 |
| F1R105G | | | |
| F1R105H | | | |
| F1R105I | | | |
| F1R10006 | | \$50 | 0,000.00 |
| F1R10007 | | \$50 | 0,000.00 |
| F1R10008 | \$11,000.00 | \$500 | 0,000.00 01 |
| F1R10009 | | \$50 | 0,000.00 |
| ACTION: _ (P=POST, V=VALID | ATE, R=REFRESH, E=ESCAPE, J=JUMI | P) | |
| F3=PRMT F4=MENU F5=M | AIN F7=PGUP F8=PGDN | | |
| I0130 PAYMENT REOU | JEST(S) POSTED SUCCESSFUI | LY. PAYMNT IS | SUBJ TO |
| AGENCY REVIEW | | | |

STEP 3: To make another request, **Press F3=prmt**.

TO EXIT: Press F5=Main Menu, then **Press F2**=Exit, Select Terminal, Disconnect.

- **3.8.** Create Template Payment Request allows you to select an ASAP account from a custom list of accounts from which you regularly draw funds. You create the list of recurring accounts and store them on a template from which you draw funds. This is a shortcut, saving you time and keystrokes in the payment request process.
- STEP 1: From the Payment Request Processing menu, select option 3 for Create Payment Requestor Template Prompt and Press Enter.

| SP020A SP020AO 05/04/2000 T | A | UTOMATED STANDARD PAYMENT RE | APPLICATION QUEST PROCES | N FOR PAYME SSING | NTS 05/04/00 19:52:16 |
|-----------------------------------|--|--|--|--|--------------------------|
| | <1> <2> <3> <4> <5> <6> | TEMPLATE PAYMENT MASTER PAYMENT R CREATE PAYMENT BOOK ENTRY ADJUS PAYMENT CANCELLA INTERSTATE AUTHO | REQUEST PRO EQUEST PROMI F REQUESTO TMENT PROMPT TION PROMPT RIZATION TRA | OMPT PT R TEMPLAT I ANSFER PROM | PT |
| | | | ENTER PRESS | SELECTION ENTER | NUMBER: <u>3</u> |
| F2=EX | IT | F5=MAIN | | | |

STEP 2: Fill in the prompt screen as shown below and **Press Enter**. You create the template name - it may be up to 10 characters in length, and may contain letters, numbers or both.

| SP320A SP320AO 05/04/2000 T | AUTOMATED ST CREATE PAYM | TANDARD APPLICATION FOR PAYMENTS IENT REQUESTOR TEMPLATE PROMPT | 05/04/00 11:07:56 |
|-----------------------------------|--|--|----------------------|
| ACTION: <u>A</u> | <a> ADD TEMPLATE <c> CHANGE TEMPL <d> DELETE TEMPL BUILD REMITTA</d></c> | LATE ATE ANCE DATA | |
| REQUESTOR | ID: 3429820 | SHORT NAME: LAB | |
| TEMPLATE N | AME: <u>WIC</u> | | |
| AGENCY LOO | CATION CODE/REGION | N: 11000001 / SHORT NAME: | |
| RECIPIENT II | D: 3439833 | SHORT NAME: USH | |
| | | | |
| | | | |
| F4=MEN | U F5=MAIN | | |

STEP 3: Type the letter **A** in the select field to add each desired Account ID to the Template. Type **P** in the Action field and **Press Enter.**

| SP325A AUTOMATED STA SP325AO CREATE PAYM 05/04/2000 T TEMPLATE NAME: WIC AGENCY LOCATION CODE/REGION: RECIPIENT ID: 3439833 | NDARD APPLICATION FOR ENT REQUESTOR TEMPLAT PG 1 OF 3 REQUESTOR ID: 3429820 SH 11000001 / SH | PAYMENTS TE DETAIL HORT NAME: LAH HORT NAME: US HORT NAME: US | 05/04/00 11:17:54 3 DOE SH |
|--|--|---|--|
| SELECT <a> ADD ACCOUNTS <d> D</d> | ELETE ACCOUNTS | | |
| SELECT ACCOUN | T ID | | |
| <u>A</u> F1R10001 | | | |
| <u>A</u> F1R10002 | | | |
| F1R10003 | | | |
| _ F1R103A | | | |
| _ F1R103B | | | |
| _ F1R103C | | | |
| F1R10004 | | | |
| _ F1R104D | | | |
| _ F1R104E | | | |
| _ F1R104F | | | |
| <x>=ACCOUNT ON TEMPLATE</x> | <r>=REMITTANCE DATA</r> | ON ACCOUNT | |
| ACTION: P (P=POST, R=REFRESH, E= | ESCAPE) | | |
| | F8₽GDN F9=AL | .C F10=RO | |
| | | | |

Result: A message will appear at the bottom of the screen telling you your payment requestor template was successfully posted or if an error had been made.

| SP325AAUTOMATED STSP325AOCREATE PAY05/04/2000 TFGTEMPLATE NAME: WICREQUAGENCY LOCATION CODE/REGION: 110000RECIPIENT ID: 3439833 | CANDARD APPLICATION FOR PAYMENTS MENT REQUESTOR TEMPLATE DETAIL 1 OF 3 ESTOR ID: 3429820 SHORT NAME: LAB 01 / SHORT NAME: US DOE SHORT NAME: USH | 05/04/00 11:23:16 |
|---|---|----------------------|
| SELECT <a> ADD ACCOUNTS <d> DELETE</d> | ACCOUNTS | |
| SELECT ACCOUNT ID | | |
| A F1R10001 | | |
| A F1R10002 | | |
| F1R10003 | | |
| _ F1R103A | | |
| _ F1R103B | | |
| _ F1R103C | | |
| F1R10004 | | |
| _ F1R104D | | |
| _ F1R104E | | |
| _ F1R104F | | |
| <x>=ACCOUNT ON TEMPLATE <r>=F</r></x> | REMITTANCE DATA ON ACCOUNT | |
| ACTION: (P=POST, R=REFRESH, E=ESCAPE) |) | |
| F3=PRMT F4=MENU F5=MAIN | F8=PGDN | F11=NWTP |
| 10045 PAYMENT REOUESTOR TI | EMPLATE POSTED SUCCESSFU | ULLY. |
| | | |

3.9. A **Template Payment Request** allows you to draw funds using a previously created template.

STEP 1: From the **Payment Request Processing** menu, select **option 1** for the **Template Payment Request Prompt** and **Press Enter**.

| i | | | | | | |
|--------------|----------------------------------|------------------------|------------------------------|-------------|--|--|
| SP020A | AU | TOMATED STAND | ARD APPLICATION FOR PAYMENTS | 05/04/00 | | |
| SP020AU | | PAIMEN | I REQUEST PROCESSING | 19:32:10 | | |
| 05/04/2000 T | | | | | | |
| | <1> TEMPL | ATE PAYMEN | NT REQUEST PROMPT | | | |
| | <2> MASTER PA | AYMENT REQUES | I PROMPT | | | |
| | CREATE PA | AYMENT REQUEST | OR TEMPLATE PROMPT | | | |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT | | | | | |
| | <5> PAYMENT | CANCELLATION P | ROMPT | | | |
| | <6> INTERSTAT | FE AUTHORIZATIC | N TRANSFER PROMPT | | | |
| | | | | | | |
| | | | ENTER SELECTION NUMBER | R: 1 | | |
| | | | RESS ENTER | | | |
| | F2=EXIT | F5=MAIN | | | | |

STEP 2: Fill in the prompt screen, either type in the template name or type "**S**" from the list below and **Press Enter**. The example below shows an ACH summary payment.

| SP025B | AUTOMATED STANDARL |) APPLICATION FOR F | AYMENTS 05/04/00 | |
|---------------------|---|---------------------|----------------------|----|
| SP025BO | TEMPLATE PAYM | ENT REQUEST PROM | PT 11:52:31 | |
| 05/04/2000 T | | | | |
| REQUESTOR ID: 34298 | 820 SHORT NAME: LAB | BANK AC | CT: 1 (1ST, OR ENTER | |
| TYPE OF PAYMENT: | $\underline{\mathbf{S}}$ (I=INDIVIDUAL OR S=S | UMMARY) | 2=2ND, 3=3RD | |
| PAYMENT DELIVERY | METHOD: $\underline{\mathbf{A}}$ (A=ACH OI | R F=FEDWIRE) | 4=4TH, OR | |
| SETTLEMENT DATE: | 05 / 05 / 2000 (MM/DD/ | CCYY) | BLANK FOR LIST | Γ) |
| REQUESTOR REFERE | NCE NUMBER: | | | |
| TEMPLATE NAME: | TYPE A TEMPLA | ATE NAME OR TYPE < | S> NEXT | |
| TO A TI | EMPLATE NAME BELOW | | | |
| | | | | |
| TEMPLATE | TEMPLATE TE | MPLATE | | |
| SEL NAME | SEL NAME SEL | NAME | | |
| ACADEMY | S WIC | | | |
| | <u></u> | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| F4=MENU F5= | =MAIN | | | |

STEP 3: Type the **TOTAL AMOUNT REQUESTED**, which will be the amount of the summary payment, then type the **AMOUNT REQUESTED** from each desired Account ID. Enter a **P** in the Action field and **Press Enter**.

| SP030F | AUTOMATED STANDA | RD APPLICATIC | N FOR PAY | MENTS | 05/04/00 |
|-----------------------------|------------------------|-----------------|---------------|---------|----------|
| SP030FO | SUMMARY PAYMEN | NT REQUEST TE | EMPLATE EN | TRY | 11:56:50 |
| 05/04/2000 T | | | | | |
| REQUESTOR ID: 34298 | 320 SHORT NAME: L | AB I | PAGE 1 OF | 1 | |
| TEMPLATE NAME: W | IC REQ REF NUM: | Т | YPE OF PAY | MENT: S | |
| SETTLEMENT DATE: | 05/05/2000 | | | | |
| AGENCY LOCATION (| CODE/REGION: 11000001/ | SHORT NAME | : US DOE | | |
| RECIPIENT ID: 343983 | 3 SHORT NAME: USH | TOT AMT REQ | : <u>5000</u> | | |
| CASH ON HAND: | | TOT AMT ENT | : | | |
| ASAP SEQUENCE NUI | MBER: | | | | |
| ACCOUNT ID | AMOUNT REQUESTE | ED AVAILAB | LE BALANC | E ITM | |
| F1R10001 | <u>2500</u> | \$395,000.00 | | | |
| F1R10002 | <u>2500</u> | \$395,000.00 | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| ACTION: P (P=POST, 7 | V=VALIDATE, R=REFRES | H, E=ESCAPE, J= | =JUMP) | | |

Result: A message will appear at the bottom of the screen to confirm that the payment has been posted and an **ASAP Sequence Number** will be assigned.

| SP030F SP030FO 05/04/2000 T | AUTOMATED STANDARD A SUMMARY PAYMENT | APPLICATION FOR PA REQUEST TEMPLATE | YMENTS 05 ENTRY 12 | /04/00 2:00:09 |
|---|---|--|------------------------|-------------------|
| REQUESTOR ID: 342 TEMPLATE NAME: V SETTI EMENT DATE | 29820 SUMMAR WIC REQ REF NUM: 3- 05/05/2000 | Y POSTED TYPE OF PAYM | PAGE 1 OF ENT: S | 1 |
| AGENCY LOCATION RECIPIENT ID: 3439 CASH ON HAND: | N CODE/REGION: 11000001/ 833 SHORT NAME: USH | SHORT NAME: US DOI TOT AMT REQ: \$5,0 TOT AMT ENT: \$5,0 | E 000.00 ,000.00 | |
| ASAP SEQUENCE N ACCOUNT ID F1R10001 | UMBER: 05/04/2000 E1DJ AMOUNT REQUESTED \$2,500.00 | IJ0# 000002 AVAILABLE BALL \$392,500.00 | ANCE ITM 01 | |
| F1R10002 | \$2,500.00 | \$392,500.00 | 02 | |
| ACTION: D-DOPT | V-VALIDATE D-DEEDESH | E-ESCADE I-HIMD) | | |
| F3=PRMT F4=MI I0043 SUMMA | , v=vALIDATE, R=REFRESH, ENU F5=MAIN RY PAYMENT REQU I | EST POSTED SU | CCESSFULL | / Y . |

STEP 4: To make another request, Press F3=prmt

TO EXIT: Press F5=Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

3.10. Payment Cancellation allows you to cancel approved ACH payments that have not yet been sent to the ACH system.

STEP 1: From the **Payment Request Processing menu**, select **option 5** for **Payment Cancellation Prompt** and **Press Enter**.

| SP020A SP020AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FO PAYMENT REQUEST PROCESSI | R PAYMENTS NG | 05/04/00 07:58:58 |
|-----------------------------------|---|----------------------------------|----------------------|
| | <1> TEMPLATE PAYMENT REQUEST PROM | PT | |
| | <2> MASTER PAYMENT REQUEST PROMPT | | |
| | <3> CREATE PAYMENT REQUESTOR TEMP. | LATE PROMPT | |
| | < >> BOOK ENTRY ADJUSTMENT PROMPT | | |
| | <5> PAYMENT CANCELLATION P | ROMPT | |
| | <6> INTERSTATE AUTHORIZATION TRANSP | FER PROMPT | |
| | | | |
| | | ENTER SELECTION NU RESS ENTER | MBER: <u>5</u> |
| F2=EXIT F I0118 YOUR ORGA | 5=MAIN NIZATION HAS UNREAD NOTIFICATION MESS | SAGES | |

Result: The Payment Cancellation Prompt screen appears. **Press Enter** to see the list of all the pending ASAP ACH payments. Only pending ACH payments are eligible for cancellation.

| SP055A SP055AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT CANCELLATION PROMPT | 05/04/00 13:24:53 | | | |
|--|--|----------------------|--|--|--|
| REQUESTOR ID: 34 | 429820 SHORT NAME: LAB | | | | |
| AGENCY LOCATIO RECIPIENT ID: 343 ACCOUNT ID: | AGENCY LOCATION CODE/REGION: / SHORT NAME: RECIPIENT ID: 3439833 SHORT NAME: USH ACCOUNT ID: | | | | |
| REQUESTOR REFE | RENCE NUMBER: | | | | |
| REQUEST DATE (M | MM/DD/CCYY) FROM:/ TO:// | | | | |
| | | | | | |
| F4=MENU | F5=MAIN | | | | |

STEP 2: Type **S** under the **SEL** field next to the request you want to cancel and **Press Enter**.

| SP056A AUTOMATED STANDARD | APPLICATION FOR PAYMENTS 05/04/00 |
|---|-----------------------------------|
| SP056AO PAYMENT CA | NCELLATION LIST 13:26:47 |
| 05/04/2000 T | |
| PAGE 1 OF | 1 |
| REQUESTOR ID: 3429820 SHORT NAME: LA | AB REQ REF NUM: |
| ALC/REGION: / SHORT NAME: | |
| RECIPIENT ID: 3439833 SHORT NAME: US | SH |
| ACCOUNT ID: REQ DATES FROM | : / / 10: |
| SEL ALC/REGION RO ID REQ DATE SETTI | LE DATE TOTAL AMOUNT ITEMS |
| | |
| 11000001/ 3439833 05/04/2000 05/05/2000 | \$11,000.00 1 |
| | |
| <u>S</u> 11000001/ 3439833 05/04/2000 05/05/2000 | \$5,000.00 2 |
| | |
| | |
| | |
| | |
| | |
| | |
| F3=PRMT F4=MENU F5=MAIN | F9=ALC F10=RO F11=ACCT |

Result: The Payment Cancellation Detail screen appears.

| STEP 3: | Type C | in the | Action | field | and | Press | Enter. |
|----------------|--------|--------|--------|-------|-----|-------|--------|
|----------------|--------|--------|--------|-------|-----|-------|--------|

| SP057A SP057AO | AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT CANCELLATION DETAIL | 05/04/00 14:23:16 |
|--|---|----------------------|
| 05/04/2000 T REQUEST DATE: 05/04/2000 REQUEST TIME: | PAGE 1 OF 1 REQUESTOR REF NUM: NUMBER ITEMS: 2 | |
| SETTLEMENT DATE: 05/05/ TOTAL REQUESTED: ASAP SEQUENCE NUMBER | 2000 REQUESTOR ID: SHORT NAME: LAB \$5,000.00 PAYMENT STATUS: :: 05/04/2000 E1D10# 000002 | |
| ALC/REGION RO ID ASA SHORT NAME SHORT NAMI 11000001/ 3439833 E1B1000 | AP ACCOUNT AVAILABLE BALANCE AMT REQUESTED E 1 \$392,500,00 \$2,500,00 |) |
| US DOE USH 11000001/ 3439833 F1R10002 US DOE USH | 1 \$352,500.00 \$2,500.00 2 \$392,500.00 \$2,500.00 | |
| US DOE USH | | |
| | | |
| ACTION: $\underline{\mathbf{C}}$ (C=CANCEL PA | AYMENT, E=ESCAPE) | |

STEP 4: To confirm that you wish to cancel the payment request, type **Y** for yes and **Press Enter.**

| SP057A SP057AO | AUTOMATED STANDARD API PAYMENT CANCELLA | PLICATION FOR PAYMENTS TION DETAIL | 05/04/00 14:30:23 |
|--------------------------|--|---------------------------------------|----------------------|
| 05/04/2000 T | | | |
| ΡΕΟΠΕΩΤ ΓΙΛΤΕ: 05 | PAGE I OF I | EE NIIM. | |
| REQUEST DATE: 05 | NUMBER ITEMS: 2 | 2 | |
| SETTLEMENT DATI | E: 05/05/2000 REQUESTOR ID: | SHORT NAME: LAB | |
| TOTAL REQUESTEI | D: \$5,000.00 PAYMENT ST | TATUS: | |
| ASAP SEQUENCE N | UMBER: 05/04/2000 E1DJJ0# 000 | 002 | |
| SHORT NAME SHOR | D ASAP ACCOUNT AVAILA | ABLE BALANCE AMI REQUES | IED |
| 11000001/ 3439833 I | F1R10001 \$392,500.00 | \$2,500.00 | |
| US DOE USH | | | |
| 11000001/ 3439833 H | F1R10002 \$392,500.00 | \$2,500.00 | |
| US DOE USH | | | |
| | | | |
| | | | |
| | | T 7 | |
| PAYMENT WILL BE | CANCELED - ARE YOU SURE? (| (Y/N) <u>Y</u> | |
| ACTION: _ (E=ESCA | PE) | | |

Result: The payment status field changed to Canceled. A message will appear at the bottom of the screen to confirm that the payment has been cancelled.

| SP057A SP057AO 05/04/2000 T | AUTOMATED STANDARD AF PAYMENT CANCEL | PPLICATION FOR PAYMENTS LATION DETAIL | 05/04/00 14:32:56 |
|--|---|--|----------------------|
| *** SCREEN POSTEL REQUEST DATE: 05/0 REOUEST TIME: |) *** PAGE 4/2000 REQUESTOR RE NUMBER ITEMS: 2 | 1 OF 1 EF NUM: | |
| SETTLEMENT DATE: TOTAL REQUESTED: | 05/05/2000 REQUESTOR ID: \$5,000.00 PAYMENT ST | SHORT NAME: LAB ATUS: CANCELED | |
| ASAP SEQUENCE NU ALC/REGION RO ID SHORT NAME SHORT | ASAP ACCOUNT AVAILA NAME | BLE BALANCE AMT REQUEST | ΈD |
| 11000001/ 3439833 F1 US DOE USH 11000001/ 3439833 F1 | R10001 \$395,000.00 R10002 \$395,000.00 | \$2,500.00 \$2,500.00 | |
| US DOE USH | | | |
| | | | |
| ACTION: _ (E=ESCAPE F3=PRMT F4=MEN I0079 PAYMENT(| E) IU F5=MAIN (S) CANCELED AND AC(| F11=LIST COUNT BALANCE(S) UPD. | ATED. |

STEP 5: To Cancel another payment **Press F11**= List

TO EXIT: Press F5= Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

MAKING ADJUSTMENTS

- **4.0.** Adjustments can be made to correct any collection that results in excess cash on hand at the recipient level.
- **4.1.** A **Summary Payment with a Negative Draw Adjustment** is a request for funds which includes a negative draw from one or more accounts, that share the same ALC/region code, and for which the net total of the draw is greater than zero. A negative draw **ALWAYS results in a payment going to the payment requestor's bank account.**
- STEP 1: On the Main Menu, select option 1 for Payment Request Processing and Press Enter.

| SP010A SP010AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU | 05/04/00 19:57:50 |
|-----------------------------------|--|----------------------|
| | <pre><1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS</pre> | |
| | ASAP ID | |
| ORGANIZATION A | CCESS CODE ENTER SELECTION NUMBER: PRESS ENTER | 1 |
| F2=EXIT | | |

STEP 2: Select option 2 for Master Payment Request Prompt and Press Enter

| SP020A SP020AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS05/04/00PAYMENT REQUEST PROCESSING20:00:17 |
|-----------------------------------|---|
| | <1> TEMPLATE PAYMENT REQUEST PROMPT |
| | 2> MASTER PAYMENT REQUEST PROMPT |
| | <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT |
| | <5> PAYMENT CANCELLATION PROMPT |
| | <pre><6> INTERSTATE AUTHORIZATION TRANSFER PROMPT</pre> |
| | ENTER SELECTION NUMBER: 2 PRESS ENTER |
| F2=EXI I0118 YOUR OF | F F5=MAIN RGANIZATION HAS UNREAD NOTIFICATION MESSAGES |

STEP 3: Fill in the prompt screen and **Press Enter**. The example below shows a Summary ACH payment. The Requestor Reference Number is optional.

| SP025C | AUTOMATED STANDARD APPLI | CATION FOR PAYMENTS | 05/04/00 |
|----------------------|---|-------------------------|---------------|
| SP025CO | MASTER PAYMENT REQ | UEST PROMPT | 14:59:42 |
| 05/04/2000 T | | | |
| REQUESTOR ID | D: 3429820 SHORT NAME: LAB | BANK ACCT: 1 (1ST | , OR ENTER |
| TYPE OF PAYM | IENT: <u>S</u> (I=INDIVIDUAL OR S=SUMMAR | Y) 2=2 | 2ND, 3=3RD |
| PAYMENT DEL | IVERY METHOD: $\underline{\mathbf{A}}$ (A=ACH OR F=FED) | WIRE) 4=4 | TH, OR |
| SETTLEMENT I | DATE: 05 / 05 / 2000 (MM/DD/CCYY) | BLA | ANK FOR LIST) |
| REQUESTOR RI | EFERENCE NUMBER: | | |
| PLEASE ENTER | THE FOLLOWING TO DISPLAY ACCOU | NTS: | |
| RECIPIENT ID: | 3439833 SHORT NAME: USH | | |
| AGENCY LOCA | TION CODE/REGION: 11000001 / OF | R PRESS ENTER TO DISPLA | AY LIST |
| | | | |
| | | | |
| | | | |
| | | | |
| F4=ME | NU F5=MAIN | | |

- **STEP 4:** Type the total amount requested, in the **TOTAL AMOUNT REQUESTED** field, which is the **net total of the summary payment**.
- **STEP 5:** Type the **AMOUNT REQUESTED** from each desired account.
- **STEP 6:** Type a **minus** (-) sign in front of the negative draw amount.
- **STEP 7:** Type a V to validate in the Action field and Press Enter to validate the page.

| SP030E | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/04/00 |
|------------------------|--|
| SP030EO | SUMMARY PAYMENT REQUEST MASTER ENTRY 15:04:04 |
| 05/04/2000 T | |
| | PAGE 3 OF 3 |
| REQUESTOR | ID: 3429820 SHORT NAME: LAB |
| SETTLEMEN | T DATE: 05/05/2000 REQ REF NUM: TYPE OF PAYMENT: S |
| AGENCY LOO | CATION CODE/REGION: 11000001/ SHORT NAME: US DOE |
| RECIPIENT II | D: 3439833 SHORT NAME: USH TOT AMT REQ: 1000 |
| CASH ON HA | ND: TOT AMT ENT: \$0.00 |
| ASAP SEQUE | NCE NUMBER: |
| ACCOUNT | ID AMOUNT REQUESTED AVAILABLE BALANCE ITM |
| F1R10010 | \$500,000.00 |
| F1R10011 | 5000 \$495,000.00 |
| F1R10012 | -4000 \$495,000.00 |
| F1R10013 | \$495,000.00 |
| F1R10014 | \$495,000.00 |
| F1R10015 | \$495,000.00 |
| ACTION: \mathbf{V} (| P-POST V-VALIDATE R-REFRESH E-ESCAPE I-IIIMP) |
| <u> </u> | $F7-PGIP \qquad F9-AIC F10-PO$ |
| | |

| SP030E | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/04/00 |
|---------------------|--|
| SP030EO | SUMMARY PAYMENT REQUEST MASTER ENTRY 15:09:11 |
| 05/04/2000 T | |
| | PAGE 3 OF 3 |
| REQUESTOR ID: 3429 | 9820 SHORT NAME: LAB |
| SETTLEMENT DATE: | : 05/05/2000 REQ REF NUM: TYPE OF PAYMENT: S |
| AGENCY LOCATION | CODE/REGION: 11000001/ SHORT NAME: US DOE |
| RECIPIENT ID: 34398 | 33 SHORT NAME: USH TOT AMT REQ: \$1,000.00 |
| CASH ON HAND: | TOT AMT ENT: \$1,000.00 |
| ASAP SEQUENCE NU | JMBER: |
| ACCOUNT ID | AMOUNT REQUESTED AVAILABLE BALANCE ITM |
| F1R10010 | \$500,000.00 |
| F1R10011 | \$5,000.00 \$495,000.00 |
| F1R10012 | <u>\$4,000.00</u> - \$495,000.00 |
| F1R10013 | \$495,000.00 |
| F1R10014 | \$495,000.00 |
| F1R10015 | \$495,000.00 |
| | |
| ACTION: _ (P=POST, | V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) |
| | F7=PGUP F9=ALC F10=RO |
| 10035 SUCCES | SFULLY VALIDATED. NO ERRORS FOUND. |
| 10000 500000 | |
| | |

Result: The system validates your entries and formats all dollar amounts.

STEP 8: Type a **P to post** in the Action field and **Press Enter**.

| SP030E | AUTOMATED STANDAR | D APPLICATION FOR PAY | MENTS | 05/04/00 |
|------------------------------|---|-----------------------|------------|----------|
| SP030EO | SUMMARY PAYM | ENT REQUEST MASTER | ENTRY | 15:09:11 |
| 05/04/2000 T | | | | |
| | PAGE 3 OF 3 | | | |
| REQUESTOR ID: 3429 | 820 SHORT NAME: LAB | | | |
| SETTLEMENT DATE: | 05/05/2000 REQ REF NUM: | TYPE OF | PAYMENT: S | |
| AGENCY LOCATION | CODE/REGION: 11000001/ SI | HORT NAME: US DOE | | |
| RECIPIENT ID: 343983 | 3 SHORT NAME: USH | TOT AMT REO: | \$1,000.00 | |
| CASH ON HAND: | | TOT AMT ENT: | \$1.000.00 | |
| ASAP SEQUENCE NU | MBER: | | , , | |
| ACCOUNT ID | AMOUNT REOUESTED | AVAILABLE BALANC | E ITM | |
| F1R10010 | | \$500,000.00 | | |
| F1R10011 | <u>\$5,000.00</u> | \$495,000.00 | | |
| F1R10012 | \$4,000.00- | \$495,000.00 | | |
| F1R10013 | | \$495,000.00 | | |
| F1R10014 | | \$495,000.00 | | |
| F1R10015 | | \$495,000,00 | | |
| | | + | | |
| ACTION: \mathbf{P} (P-POS) | T V-VALIDATE D-DEEDESH | E-ESCADE I-IIIMD) | | |
| <u>(1-105</u> | $F_{-}DCUD$ $F_{0-}AUCE10-D$ | 0 | | |
| | $\Gamma = \Gamma \cup \Gamma$ $\Gamma = \Lambda \cup \Gamma \cup = \Lambda$ | 0 | | |
| | | | | |
| | | | | |

Result: The system posts your entries. The screen displays the updated available balances which now reflect the draws.

| SP030E SP030EO | AUTOMATED STANDARD A SUMMARY PAYMENT | PPLICATION FOR PAYMENTS05/04/00CREQUEST MASTER ENTRY15:14:14 | |
|---|---|--|--|
| 05/04/2000 1 | DACE 2 OF 2 | | |
| | | | |
| REQUESTOR ID: 3429 | 9820 SUMMARY POST | ED | |
| SETTLEMENT DATE: | : 05/05/2000 REQ REF NUM: | TYPE OF PAYMENT: S | |
| AGENCY LOCATION | CODE/REGION: 11000001/ | SHORT NAME: US DOE | |
| RECIPIENT ID: 34398 | 33 SHORT NAME: USH | TOT AMT REQ: \$1,000.00 | |
| CASH ON HAND: | | TOT AMT ENT: \$1,000.00 | |
| ASAP SEQUENCE NU | JMBER: 05/04/2000 E1DJJ | 0# 000004 | |
| ACCOUNT ID | AMOUNT REQUESTED | AVAILABLE BALANCE ITM | |
| F1R10010 | | \$500,000.00 | |
| F1R10011 | \$5,000.00 | \$490,000.00 01 | |
| F1R10012 | \$4,000.00- | \$499,000.00 02 | |
| F1R10013 | | \$495,000.00 | |
| F1R10014 | | \$495,000.00 | |
| F1R10015 | | \$495,000.00 | |
| | | | |
| | | | |
| ACTION: _ (P=POST, F3=PRMT F4=ME I0054 PAGING PERF0 | V=VALIDATE, R=REFRESH, E= NU F5=MAIN F7=PGUP ORMED. | ESCAPE, J=JUMP) | |

STEP 9: Press F4=menu to return to the Payment Request Processing Menu.

4.2. The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region without making a funding request. Book Entry Adjustments NEVER result in a change of a payment requestor's bank account and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).

STEP 1: Select **option 4** for **Book Entry Adjustment Prompt** and **Press Enter**.

| SP020A SP020AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/04/00 PAYMENT REQUEST PROCESSING 20:00:17 |
|-----------------------------------|---|
| | <1> TEMPLATE PAYMENT REQUEST PROMPT |
| | 2> MASTER PAYMENT REQUEST PROMPT |
| | SCREATE PAYMENT REQUESTOR TEMPLATE PROMPT |
| | <4> BOOK ENTRY ADJUSTMENT PROMPT |
| | S> PAYMENT CANCELLATION PROMPT |
| | INTERSTATE AUTHORIZATION TRANSFER PROMPT |
| | ENTER SELECTION NUMBER: <u>4</u> RESS ENTER |
| F2=EXIT F I0118 YOUR ORGA | 5=MAIN NIZATION HAS UNREAD NOTIFICATION MESSAGES |

STEP 2: Fill in the prompt screen and **Press Enter**.

| SP047A SP047AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS BOOK ENTRY ADJUSTMENT PROMPT | 05/04/00 15:14:12 |
|-----------------------------------|---|----------------------|
| REQUESTOR ID: 342982 | 20 SHORT NAME: PA-LECS | |
| ADJUSTMENT REFERE | NCE NUMBER: | |
| AGENCY LOCATION C | ODE/REGION: <u>11000001</u> / SHORT NAME: | |
| RECIPIENT ID: 3439833 | SHORT NAME: PA LECS | |
| ADJUSTMENT REASON | N: DREW MONEY FROM WRONG ACCOUNT | |
| F4=MENU F5=I | MAIN | |

STEP 3: Type the amount in the decrease column across from the account you want to debit and type the same amount in the increase column you want to credit.

| SP048A | AUTOMATED STANI | DARD APPLICATION I | FOR PAYMENTS | 05/04/00 |
|------------------------|------------------------|---------------------|----------------|----------|
| SP048AO | BOOK ENT | FRY ADJUSTMENT PF | ROCESSING | 15:25:53 |
| 05/04/2000 T | | | | |
| REOUESTOR ID: 3 | 3429820 SHORT NAME: L | AB PAGE | 1 OF 4 | |
| ADJUSTMENT RE | FERENCE NUM | | | |
| AGENCY LOCATI | ON CODE/REGION: 110000 | 01/ SHORT NAME | US DOF | |
| MoLINE I LOCATI | | TOT DECR. | \$0.00 | |
| DECIDIENT ID: 34 | 20822 SHOPT NAME: USL | I TOT INCD. | \$0.00 | |
| ADUISTMENT DE | ASON: DREW MONEY ED | 1 101 INCK. | φ0.00 T | |
| ADJUSTNIENT KE | ASON: DREW MONET FRO | JM WRONG ACCOUN | 1 | |
| | | | _ | |
| | | | _ | |
| ASAP SEQUENCE | NUMBER: | | | |
| | | DECREASE AVAIL | INCREASE AVAIL | , |
| ACCOUNT ID | AVAILABLE BALANCE | BAL. BY AMOUNT | BAL. BY AMOUNT | ITM |
| F1R10001 | \$395,000.00 | \$5,000.00 | | |
| F1R10002 | \$395,000,00 | | \$5.000.00 | |
| F1R10002 | \$490,000,00 | | <u> </u> | |
| E1D102A | \$490,000.00 | | | |
| FINIUSA FIDI02D | | | | - |
| FIRIUSB | | <u> </u> | | |
| FIRI03C | | | | - |
| ACTION: _ (P=POS | ST, V=VALIDATE, R=REFR | ESH, E=ESCAPE, J=JU | JMP) | |
| | F8=PGDN F10 | =RO | | |

STEP 4: Type the letter **P to post** in the Action field and **Press Enter**.

| SP048A SP048AO 05/04/2000 T | AUTOMATED STAI BOOK ENT | NDARD APPLICATION FO RY ADJUSTMENT PROCI | OR PAYMENTS ESSING | 05/04/00 15:30:10 |
|---|----------------------------|---|-----------------------|----------------------|
| REQUESTOR ID: 3429820 | ADJUSTME | ENT POSTED | PAGE | 1 OF 4 |
| ADJUSTMENT REFERENCE | CE NUM: | | 7 | |
| AGENCY LOCATION COL | DE/REGION: 11000001/ | TOT DECR. | ± \$5,000,00 | |
| RECIPIENT ID: 3439833 S | HORT NAME: USH | TOT INCR: | \$5,000.00 | |
| ADJUSTMENT REASON: I | DREW MONEY FROM | WRONG ACCOUNT | | |
| | | | | |
| ASAP SEOUENCE NUMB | | 000003 | | |
| ABA SEQUENCE NOME | IR: 05/04/2000 E1D330# | ECREASE AVAIL INCH | REASE AVAIL | |
| ACCOUNT ID AVAI | LABLE BALANCE BA | AL. BY AMOUNT BAL. H | BY AMOUNT ITM | |
| F1R10001 | \$390,000.00 | <u>\$5,000.00</u> | 01 | |
| F1R10002 | \$400,000.00 | | \$5,000.00 02 | |
| F1R10003 | \$490,000.00 | | | |
| F1R103A | | | | |
| F1R103B | | | | |
| F1R103C | | | | |
| ACTION: $\mathbf{\underline{P}}$ (P=POST, V=V | ALIDATE, R=REFRES | H, E=ESCAPE, J=JUMP) | | |
| F3=PRMT F4=M | ENU F5=MAIN | F8=PGDN | | |
| 10066 BOOK ENTRY | ADJUSTMENT P | OSTED SUCCESSFU | JLLY. | |
| | | | | |

RESULT: The system posts the entry. The available balances are adjusted accordingly.

INQUIRY

- **5.0.** The ASAP Inquiry function allows you to view transaction level, account level, or organization level information, as well as other reference information. This section only addresses the inquiry features available to Payment Requestors.
- 5.1. The Payment Request Status Inquiry allows the user to:

verify a posted payment request obtain a trace number to track payment

STEP 1: From the Main Menu, select option 2 for Inquiry menu, and Press Enter.

| SP010A SP010AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/04/0 MAIN MENU 20:14:2 |)0 16 |
|-----------------------------------|--|----------|
| | <1> PAYMENT REQUEST PROCESSING | |
| | <2> INQUIRY MENU | |
| | <pre><3> FEDERAL AGENCY FUNCTIONS MENU</pre> | |
| | <4> RFC FUNCTIONS MENU | |
| | <5> FRB SUPPORT PROCESSING | |
| | <6> REPORT REQUEST MENU | |
| | <7> NOTIFICATIONS | |
| | ASAP ID | |
| ORGANIZATION AC | CESS CODE ENTER SELECTION NUMBER: 2 | |
| | PRESS ENTER | |
| F2=EXIT | | |

STEP 2: On the Inquiry menu, select option 1 for Payment Request Status Inquiry Prompt and Press Enter.

| SP100A SP100AO 05/26/2000 T | | AUTOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU | 05/26/00 11:35:08 | | |
|-----------------------------------|-------------------------------------|---|----------------------|--|--|
| 03/20/2000 1 | | ** ASAP IS IN TEST MODE ** | | | |
| | | < 1> PAYMENT REQUEST STATUS INQUIR | Y PROMPT | | |
| | | < 2> ACCOUNT BALANCE INQUIRY PROMPT | | | |
| | | < 3> ACCOUNT STATEMENT INQUIRY PROMPT | | | |
| | | < 4> AUTHORIZATION TRANSACTION INQUIRY PROM | PT | | |
| | < 5> ACCOUNT PROFILE INQUIRY | | | | |
| | < 6> FEDERAL PROGRAM AGENCY INQUIRY | | | | |
| | | < 7> PAYMENT REQUESTOR INQUIRY | | | |
| | | < 8> RECIPIENT ORGANIZATION INQUIRY | | | |
| | | < 9> CFDA INQUIRY | | | |
| | | <10> ALC INQUIRY | | | |
| | | <11> RETURNED PAYMENT INQUIRY PROMPT | | | |
| | | <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT | | | |
| | | <13> INTERSTATE AUTHORIZATION TRANSFER INQU | IRY PROMPT | | |
| | | <14> SUPER USER INQUIRY | | | |
| | | ENTER SELE | CTION NUMBER: 1 | | |
| | | PRESS ENTER | R _ | | |
| | F2=EXIT | F5=MAIN | | | |

STEP 3: Fill in the prompt screen and **Press Enter**.

| SP105A SP105AO 05/04/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST STATUS INQUIRY PROMPT | 05/04/00 15:39:08 |
|--|---|----------------------|
| ENTER: | | |
| REQUESTOR ID: 3 RECIPIENT ID: AGENCY LOCATIO | 3429820SHORT NAME: LAB3439833SHORT NAME: USHON CODE/REGION:/ SHORT NAME: | |
| ACCOUNT ID: REQUESTOR REFI | ERENCE NUMBER: | |
| REQUEST STATUS W=WA | 5: _(A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, REHOUSED, OR LEAVE BLANK FOR ALL) | |
| REQUEST DATE (1 | MM/DD/CCYY) FROM: <u>05 / 01 / 2000</u> TO: <u>05 / 04 / 2000</u> | |
| | | |
| | | |
| F4=MENU | F5=MAIN | |

STEP 4: Type **S** in the **SEL** field next to the payment transaction for which you want to see detailed information (example below) and **Press Enter**.

| SP110A | AUT | OMATED ST | ANDARD APPLIC | CATION FOR PAYM | IENTS | (| 05/04/00 | |
|---------------------------|----------------|-------------------|----------------|----------------------|-------|-----|----------|--|
| SP110AO | | PAYMENT I | REQUEST STATU | IS SUMMARY INQU | JIRY | 1 | 15:41:42 | |
| REQUESTOR ID: 34 | 29820 | | SHC | RT NAME: LAB | | | | |
| RECIPIENT ID: 3439 | 9833 NGODE/ | DECION | SHO | RT NAME: USH | | | | |
| AGENCY LOCATIO | N CODE/ | REGION: REQUES | / SHO | KI NAME: | | | | |
| REQUEST STATUS: | | REQUEST | DATE FROM: 05/ | /01/2000 TO: 05/04/2 | 000 | | | |
| | | | | | | | | |
| SEL ALC/REGION | RO ID | REQ DATE | SETTLE DATE | TOTAL AMOUNT | ITEM | STA | | |
| <u>S</u> 11000001/ | 3439833 | 05/03/2000 | 05/04/2000 | \$10,000.00 | 002 | А | | |
| _ 11000001/ | 3439833 | 05/03/2000 | 05/03/2000 | \$100,000.00 | 001 | А | | |
| _ 11000001/ | 3439833 | 05/03/2000 | 05/03/2000 | \$100,000.00 | 001 | А | | |
| _ 11000001/ | 3439833 | 05/03/2000 | 05/04/2000 | \$20,000.00 | 002 | А | | |
| _ 11000001/ | 3439833 | 3 05/04/2000 | 05/05/2000 | \$11,000.00 | 001 | | | |
| F3=PRMT F4=M | IENU F5= | MAIN | F8=PGDN F9= | ALC F10=RO F11= | ACCT | | | |
| | | | | | | | | |

STEP 5: Type **S** in the field next to the payment item for which you want to see detailed information and **Press Enter**.

| SP112A AUTOMATED SP112AO PAYMEI 05/04/2000 T AGENCY LOCATION CODE/REGION: RECIPIENT ID: 3439833 REQUEST DATE: 05/03/2000 TOTAL AMOUNT: \$10,000,00 | STANDARD APPLICATION FOR PAYMENTS NT REQUEST STATUS INQUIRY LIST 11000001 / SHORT NAME: US DOE SHORT NAME: USH SETTLEMENT DATE: 05/04/2000 TOTAL ITEMS: 002 | 5 05/04/00 15:55:28 |
|--|--|------------------------|
| S ALC/REGION RO ID ACCOUNT ID <u>S</u> 11000001/ 3439833 F1R10001 | AMT REQUESTED CURR AVAIL BAI \$5,000.00 \$390,000.00 A | L STA |
| _ 11000001/ 3439833 F1R10002 | \$5,000.00 \$400,000.00 A | |
| | | |
| F3=PRMT F4=MENU F5=MAIN | F11=SUMM | |

RESULT: The Payment Request Detail Transaction Inquiry screen appears.

| SP111A AUT | OMATED STANDARD APPLIC | CATION FOR PAYMENT | TS 05/04/00 |
|-------------------------|-----------------------------|----------------------|-------------|
| SP111AO PA | YMENT REQUEST DETAIL 7 | TRANSACTION INQUIR | Y 16:03:51 |
| 05/04/2000 T | | | |
| AGENCY LOCATION COL | E/REGION: 11000001 / | SHORT NAME: US DO | DE |
| RECIPIENT ID: 3439833 | SHORT NAI | ME: USH | |
| REQUESTOR ID: 3429820 | SHORT NAI | ME: LAB | |
| ACCOUNT ID: F1R10001 | ACTUAL SETTLEM | ENT DATE: 05/04/2000 | |
| REQUEST DATE: 05/03/20 | 00 REQUESTOR REF | NUM: | |
| REQUEST TIME: 14:15:412 | REQUEST AMT: | \$5,000.00 | |
| FUNDS IMAD: | - | | |
| ACH CYCLE DATE: 05/03/ | 2000 ACH CYCLE: A ACH F | BATCH NUMBER: 00000 | 0002 |
| ACH TRACE NUMBER: 05 | 1036800000003 | | |
| DFI ABA NUMBER: 12100 | 0358 BANK ACCOUNT NUM | IBER: 031000011 | |
| DFI SHORT NAME: | | | |
| FURTHER CREDIT ABA: | FURTHER CREDIT SHO | ORT NAME: | |
| | | | |
| ASAP SEQUENCE NUMBI | R: 05/03/2000 E1DJJ0# 00000 | 1 000001 | |
| - | | | |
| REQUEST STATUS: SEN | Γ AND PROCESSED | | |
| USER ID OF REQUEST IN | TIATOR: E1DJJ0# | | |
| | | | |
| F3=PRMT F4=MENU F | 5=MAIN | F11=LIST | |
| | | | |

TO EXIT: Press F5=Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

5.2. The Account Balance Inquiry provides a view of the cumulative authorizations, cumulative draws/returned payments/book entry adjustment (RP/BE) and the current available balances for your ASAP accounts.

STEP 1: On the **Inquiry Menu**, select **option 2** for **Account Balance Inquiry Prompt** and **Press Enter**.

| SP100A SP100AO 05/05/2000 P | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/05/00 INQUIRY MENU HH:MM:SS |
|-----------------------------------|---|
| | < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT |
| | < 2> ACCOUNT BALANCE INQUIRY PROMPT |
| | < 3> ACCOUNT STATEMENT INQUIRY PROMPT |
| | < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT |
| | < 5> ACCOUNT PROFILE INQUIRY |
| | < 6> FEDERAL PROGRAM AGENCY INQUIRY |
| | <7> PAYMENT REQUESTOR INQUIRY |
| | < 8> RECIPIENT ORGANIZATION INQUIRY |
| | <9> CFDA INQUIRY |
| | <10> ALC INQUIRY |
| | <ii> RETURNED PAYMENT INQUIRY PROMPT</ii> |
| | <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT |
| | <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT |
| | <14> SUPER USER INQUIRY |
| | |
| | ENTER SELECTION NUMBER: $\frac{2}{2}$ |
| | PRESS ENTER |
| F2=EXIT | Γ F5=MAIN |

STEP 2: Fill in the prompt screen and **Press Enter**.

| SP115A SP115AO 05/26/2000 T | AUTOMATED STANDARD APPLICA ACCOUNT BALANCE IN | ATION FOR PAYMENTS QUIRY PROMPT | 05/26/00 13:29:23 | | |
|-----------------------------------|--|------------------------------------|----------------------|--|--|
| REQUESTOR ID: 34298 | 320 | SHORT NAME: LAB | | | |
| ENTER: | | | | | |
| AGENCY LOCATION C | CODE/REGION: <u>11000001</u> / | SHORT NAME: | | | |
| RECIPIENT ID: 3439833 | | SHORT NAME: USH | | | |
| ACCOUNT ID: | | | | | |
| AS OF: 05 /24 /2000 (M | AS OF: 05 /24 /2000 (MM/DD/CCYY) | | | | |
| | | | | | |
| | | | | | |
| F4=MENU F5=MAIN | | | | | |

Result: The Account Balance Inquiry Detail Screen will appear with all account balances for criteria specified on the prompt screen. If the F8=Pgdn appears at the bottom of the screen, it is indicating that there are additional account balances.

| SP120A SP120AO 05/05/2000 T | AUTOMATED STA ACCOU | NDARD APPLICATI NT BALANCE INQU | ION FOR PAYMENTS IRY DETAIL | 05/05/00 13:21:49 |
|--|------------------------|------------------------------------|--------------------------------|----------------------|
| AGENCY LOCATIC RECIPIENT ID: 343 AS OF: 05/24/2000 | | | | |
| | CUMULATIVE | CUMULATIVE | CURRENT | |
| ACCOUNT ID | AUTHORIZATIONS | DRAWS/RP/BE | AVAIL BAL | |
| F1R10001 | \$500,000.00 | -\$110,000.00 | \$390,000.00 | |
| F1R10002 | \$500,000.00 | -\$100,000.00 | \$400,000.00 | |
| F1R10003 | \$500,000.00 | -\$10,000.00 | \$490,000.00 | |
| F1R10004 | \$500,000.00 | -\$10,000.00 | \$490,000.00 | |
| F1R10005 | \$500,000.00 | \$0.00 | \$500,000.00 | |
| F1R10006 | \$500,000.00 | \$0.00 | \$500,000.00 | |
| F1R10007 | \$500,000.00 | \$0.00 | \$500,000.00 | |
| F1R10008 | \$500,000.00 | \$0.00 | \$500,000.00 | |
| F1R10009 | \$500,000.00 | \$0.00 | \$500,000.00 | |
| F3=PRMT F4=N | /ENU F5=MAIN | F8=PGDN F9=ALC | F10=RO | |

TO EXIT: Press F5=Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

- **5.3.** The Account Statement Inquiry presents the beginning balance, ending balance and transactions that affect the account's available balance for a specified period.
- STEP 1: On the Inquiry Menu, select option 3 for Account Statement Inquiry Prompt and Press Enter.

| SP100A SP100AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/05/00 INQUIRY MENU 10:04:27 |
|-----------------------------------|---|
| | < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT < 2> ACCOUNT BALANCE INQUIRY PROMPT |
| | < 3> ACCOUNT STATEMENT INOUIRY PROMPT |
| | < 4> AUTHORIZATION TRANSACTION INOUIRY PROMPT |
| | < 5> ACCOUNT PROFILE INQUIRY |
| | < 6> FEDERAL PROGRAM AGENCY INQUIRY |
| | <7> PAYMENT REQUESTOR INQUIRY |
| | < 8> RECIPIENT ORGANIZATION INQUIRY |
| | < 9> CFDA INQUIRY |
| | <10> ALC INQUIRY |
| | <11> RETURNED PAYMENT INQUIRY PROMPT |
| | <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT |
| | <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT |
| | <14> SUPER USER INQUIRY |
| | ENTER SELECTION NUMBER: 3 |
| | RESS ENTER |
| F2=EXIT | F5=MAIN |

STEP 2: Fill in the prompt screen and **Press Enter**.

| SP125AAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP125AOACCOUNT STATEMENT INQUIRY PROMPT05/05/2000 T | 05/05/00 13:28:15 |
|--|----------------------|
| ENTER: | |
| ACCOUNT ID: F1R10001 | |
| ACCOUNT DETAIL ID: | |
| | |
| AND AGENCY LOCATION CODE/REGION: <u>11000001</u> / SHORT NA | ME: |
| AND RECIPIENT ID: 3439833 SHORT NAME: USH | |
| AND FROM <u>05/01/2000</u> TO <u>05/05/2000</u> | |
| F4=MENU F5=MAIN | |

Result: The Account Statement Inquiry Screen will appear showing all account transactions affecting the available balance for the account you specified on the prompt screen. Transactions are shown in ascending order by applied date.

| SP130A AUTON | 1ATED STANDARD APPLICATION FOR PAYMENTS | 05/05/00 |
|---------------------------|---|----------|
| SP130AO | ACCOUNT STATEMENT INQUIRY | 13:33:10 |
| 05/05/2000 T | | |
| AGENCY LOCATION CODE/REGI | ON: 11000001 / SHORT NAME: US DOE | |
| RECIPIENT ID: 3439833 | SHORT NAME: USH | |
| ACCOUNT ID: F1R10001 | FROM: 05/01/2000 TO 05/05/2000 | |
| ACCOUNT DETAIL : | 1 KOM. 05/01/2000 10 05/05/2000 | |
| ACCOUNT DETAIL. | | |
| BEGINNING DATE: | | |
| 05/01/2000 | BEGINNING BALANCE: \$500,000.00 | |
| APPL. DATE EFF. DATE TYPE | INCREASES DECREASES | |
| 05/03/2000 05/04/2000 PY | \$5,000.00 | |
| 05/03/2000 05/03/2000 PY | \$100,000.00 | |
| 05/04/2000 05/05/2000 PY | \$2,500.00 | |
| 05/04/2000 05/04/2000 CN | \$2,500.00 | |
| 05/04/2000 05/04/2000 BE | \$5,000.00 | |
| | +=, | |
| | | |
| | | |
| | | |
| | | |
| | | |
| ENDING DATE: 05/05/2000 | ENDING BALANCE: \$390,000.00 | |
| F3=PRMT F4=MENU F5=MAI | N F11=ACCT | |
| | | |

TO EXIT: Press F5=Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

- **5.4. Maximum Draw** is a system review function which Federal Agencies use to establish daily, monthly quarterly, and/or total draw limits for payment requests.
- 5.5. Account Profile Inquiry allows you to inquire on Maximum Draw limits.

STEP 1: On the **Inquiry Menu**, select **option 5** for **Account Profile Inquire** and **Press Enter**.

| SP100A SP100AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/05/00 INQUIRY MENU 10:04:27 |
|-----------------------------------|--|
| E2 EVIT | < > PAYMENT REQUEST STATUS INQUIRY PROMPT < > ACCOUNT BALANCE INQUIRY PROMPT < > ACCOUNT STATEMENT INQUIRY PROMPT < > AUTHORIZATION TRANSACTION INQUIRY PROMPT < > SACCOUNT PROFILE INQUIRY < > FEDERAL PROGRAM AGENCY INQUIRY < > PAYMENT REQUESTOR INQUIRY < > RECIPIENT ORGANIZATION INQUIRY < > CFDA INQUIRY < > ALC INQUIRY < > BOOK ENTRY ADJUSTMENT INQUIRY PROMPT < > SUPER USER INQUIRY ENTER SELECTION NUMBER: <u>5</u> <u>RESS ENTER</u> |
| F2=EXIT | F5=MAIN |

STEP 2: Fill in the prompt screen and **Press Enter.**

| SP065A SP065AO 05/30/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT PROFILE INQUIRY | 05/30/00 13:51:54 |
|--|---|----------------------|
| AGENCY LOCATION CODE RECIPIENT ID: 4268344 ACCOUNT ID: F1R10006 | E/REGION: 11000001 /SHORT NAME: SHORT NAME: KIRK | |
| ACCOUNT DESCRIPTION: ACCT STATUS INDICATOR REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE DATE: | CTRL ACCT (Y/N) ASAP 1031 (Y/N) PYMNT WAREHOUSE CFDA NUMBER: ALLOW BE ADJ (Y/N) END DATE: / / CMIA INDICATOR (Y/N) BUDGET PERIOD END DATE: / / | IND(Y/N) N) |
| TOTAL ESTIMATED GRAN CUMULATIVE AUTHORIZI AVAILABLE BALANCE: | T AMOUNT: ED AMOUNT: | |
| F4=MENU F5=MAI | N | |

STEP 3: Press F8=REV, then **Press Enter.**

| SP065A SP065AO 05/30/2000 T | AUTOMATED STANDARD ACCOUNT I | APPLICATION FOR PAYMENTS PROFILE INQUIRY | 05/30/00 13:56:33 | |
|---|--|--|----------------------|--|
| AGENCY LOCATION CO RECIPIENT ID: 4268344 ACCOUNT ID: F1R10006 | DE/REGION: 11000001 / | SHORT NAME: US DOE SHORT NAME: KIRK | | |
| ACCOUNT DESCRIPTION ACCT STATUS INDICAT REQUESTOR ID: 4257602 GROUP ID: BEGIN DATE: / / CREATE DATE: 03/17/199 | N: ACCOUNT 6 OR (O/S/C): O CFDA NUMBER: END DATE: / / 99 BUDGET PERIOD E | CTRL ACCT (Y/N) N ASAP 1031 (Y/N) N PYMNT WAREHOUSE IND(Y/ ALLOW BE ADJ (Y/N) Y CMIA INDICATOR (Y/N) ND DATE: / / | /N) Y | |
| TOTAL ESTIMATED GRANT AMOUNT: \$0.00CUMULATIVE AUTHORIZED AMOUNT: \$500,000.00AVAILABLE BALANCE:\$420,000.00 | | | | |
| F4=MENU F5=M I0009 INQUIRY SUCCES | AIN F8=REV SFUL. | | | |

Result: The Account Profile - Maximum Draw Parameters screen will appear showing what the draw amounts are daily, monthly, quarterly and the total.

| SP066AAUTOMATED STANDARD APPLICATION FOISP066AOACCOUNT PROFILE - MAXIMUM DRAW PA05/30/2000 T | R PAYMENTS 05/30/00 RAMETERS 14:01:24 | | | |
|--|--|--|--|--|
| AGENCY LOCATION CODE/REGION: 11000001 / SHOT RECIPIENT ID: 4268344 SHOT ACCOUNT ID: F1R10006 | RT NAME: US DOE DRT NAME: KIRK | | | |
| LEVEL AT WHICH REVIEW CRITERIA ARE SET: NONE THRESHOLD: CRITERIA ENTERED/LAST MO | DIFIED BY: | | | |
| MAXIMUM DRAW AMOUNTS: | | | | |
| DAILY: \$50,000.00 | MONTHLY: \$100,000.00 | | | |
| QUARTERLY: \$150,000.00 | TOTAL: \$200,000.00 | | | |
| DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1DJJ0# | | | | |
| | | | | |
| F4=MENU F5=MAIN F7=PREV | | | | |

5.6. Account Profile Inquiry also allows you to inquire on Agency Review Criteria. The Federal Agency determine at what level accounts are to be subject to Agency Review Criteria: at the <u>ALC level</u>, all accounts for all Recipient Organizations are under Agency Review Criteria; OR at the <u>Recipient level</u>, all accounts for selected Recipient Organizations are under Agency Review Criteria; OR at the <u>Recipient level</u>, all accounts for selected Recipient accounts for selected Recipient Provided Agency Review Criteria; OR at the <u>Account level</u>, selected accounts for selected Recipients Organizations are under Agency Review Criteria.

STEP 1: On the Inquiry Menu, select option 5 for Account Profile Inquiry and Press Enter.



STEP 2: Fill in the prompt screen and Press Enter.

| SP065A SP065AO 05/30/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMEN ACCOUNT PROFILE INQUIRY | ITS 05/30/00 13:51:54 |
|--|---|------------------------------|
| AGENCY LOCATION CODE RECIPIENT ID: 4268344 ACCOUNT ID: <u>F1R10008</u> | E/REGION: <u>11000001</u> / SHORT NAME: SHORT NAME: KIRK | |
| ACCOUNT DESCRIPTION: ACCT STATUS INDICATOR REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE DATE: | CTRL ACCT (Y/N) ASAP 1031 (Y/N) PYMNT WAREHOU CFDA NUMBER: ALLOW BE ADJ (Y, END DATE: / / CMIA INDICATOR BUDGET PERIOD END DATE: / / | JSE IND(Y/N) /N) (Y/N) |
| TOTAL ESTIMATED GRAN CUMULATIVE AUTHORIZI AVAILABLE BALANCE: | IT AMOUNT: ED AMOUNT: | |
| F4=MENU F5=MAI | IN | |

STEP 3: Press F8=REV, then **Press Enter**.

| SP065A AUTOMA SP065AO 05/30/2000 T | ATED STANDARD APPLICAT ACCOUNT PROFILE | ION FOR PAYMENTS INQUIRY | 05/30/00 14:32:42 | |
|--|---|--|----------------------------|--|
| AGENCY LOCATION CODE/REGION: 1 RECIPIENT ID: 4268344 ACCOUNT ID: F1R10008 | 1000001 / SHORT NAM SHORT NAM | E: US DOE ME: KIRK | | |
| ACCOUNT DESCRIPTION: ACCOUNT & ACCT STATUS INDICATOR (O/S/C): O REQUESTOR ID: 4257602 GROUP ID: BEGIN DATE: / / CREATE DATE: 03/17/1999 | 8 CFDA NUMBER: END DATE: / / BUDGET PERIOD END | CTRL ACCT (Y/N) N ASAP 1031 (Y/N) N PYMNT WAREHOUSE ALLOW BE ADJ (Y/N) CMIA INDICATOR (Y/ DATE: / / | E IND(Y/N) Y) Y /N) | |
| TOTAL ESTIMATED GRANT AMOUNT:\$0.00CUMULATIVE AUTHORIZED AMOUNT:\$500,000.00AVAILABLE BALANCE:\$497,500.00 | | | | |
| F4=MENU F5=MAIN 10009 INQUIRY SUCCESSFUL. | | F8=REV | | |

Result: The **Account Profile - Maximum Draw Parameters** screen will appear showing the level at which review criteria are set and the threshold amount.

| SP066A AUTOMAT SP066AO ACCOUN 05/30/2000 T | ED STANDARD APPLICATION FOR PAYMENTS 05/30/00 Γ PROFILE - MAXIMUM DRAW PARAMETERS 14:35:27 | | | | |
|--|---|--|--|--|--|
| AGENCY LOCATION CODE/RI RECIPIENT ID: 4268344 ACCOUNT ID: F1R10008 | GION: 11000001 / SHORT NAME: US DOE SHORT NAME: KIRK | | | | |
| LEVEL AT WHICH REVIEW THRESHOLD: \$10,000.00 | LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID THRESHOLD: \$10,000.00 CRITERIA ENTERED/LAST MODIFIED BY: E1DJJ0# | | | | |
| MAXIMUM DRAW AMOUNTS DAILY: QUARTERLY: | MONTHLY: TOTAL: DRAW AMOUNTS ENTERED/LAST MODIFIED BY: | | | | |
| F4=MENU F5=MAIN | F7=PREV | | | | |

5.7. The **Book Entry Adjustment Inquiry** screen displays information on adjustments at the summary level.

STEP 1: On the Inquiry Menu, select option 12 for Book Entry Adjustment Inquiry Prompt and Press Enter.

| SP100A SP100AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/05/00 INQUIRY MENU 11:42:23 |
|-----------------------------------|--|
| F2=EXIT | <1> PAYMENT REQUEST STATUS INQUIRY PROMPT <2> ACCOUNT BALANCE INQUIRY PROMPT <3> ACCOUNT STATEMENT INQUIRY PROMPT <4> AUTHORIZATION TRANSACTION INQUIRY PROMPT <5> ACCOUNT PROFILE INQUIRY <6> FEDERAL PROGRAM AGENCY INQUIRY <7> PAYMENT REQUESTOR INQUIRY <8> RECIPIENT ORGANIZATION INQUIRY <9> CFDA INQUIRY <10> ALC INQUIRY <10> ALC INQUIRY <11> RETURNED PAYMENT INQUIRY PROMPT <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT <14> SUPER USER INQUIRY |
| 12-LAII | |

STEP 2: Fill in the prompt screen and **Press Enter**.

| SP170A SP170AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS BOOK ENTRY ADJUSTMENT INQUIRY PROMPT | 05/05/00 13:45:21 |
|-----------------------------------|---|----------------------|
| REQUESTOR ID: | 3429820 SHORT NAME: LAB | |
| ADJUSTMENT RE | EFERENCE NUMBER: | |
| AGENCY LOCAT | ION CODE/REGION:/ SHORT NAME: | |
| RECIPIENT ID: _ | SHORT NAME: | |
| ADJUSTMENT DA | ATES FROM: 05 / 01 / 2000 TO: 05 / 05 / 2000 | |
| | | |
| | | |
| F4=MENU F5 | =MAIN | |

STEP 3: Type **S** in the field you want to select and **Press Enter.** Adjustments are sorted in ascending order by posting date and time.

| SP175A | AUTOMATED STANDARD APPLICATION FOR PAYMENTS | | 05/05/00 | |
|----------------------------|---|--------------|---------------------|----------|
| SP175AO | BOOK ENTRY | Y ADJUSTM | ENT SUMMARY INQUIRY | 13:47:10 |
| 05/05/2000 T | | | | |
| REQUESTOR ID: 34298 | 20 | SHC | ORT NAME: LAB | |
| AGENCY LOCATION C | CODE/REGION: / | SHC | ORT NAME: | |
| ADJUSTMENT REFERE | ENCE NUMBER: | | | |
| RECIPIENT ID: | | SH | ORT NAME: | |
| ADJUS' | TMENT DATES FROM | M 05/01/2000 |) TO 05/05/2000 | |
| | | NBR | ADJUSTMENT | |
| S DATE | TIME REF NUM | ITM | TOTAL | |
| | | | | |
| S 05/04/2000 15 | .30.10 | 02 | \$5,000,00 | |
| <u> </u> | .50.10 | 02 | 45,000.00 | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| F3-PRMT F4-MFN | II F5-MAIN | F9-41 | C F10-RO | |
| | 013-11111 | I)-AL | 0110-10 | |

Result: The following screen appears, displaying the detail information for the selected book entry transaction.

| SP180A AUTOMAT SP180AO BOC 05/05/2000 T Section 1 | ED STANDARD APPLICATIO K ENTRY ADJUSTMENT DE | N FOR PAYMENTS FAIL INQUIRY | 05/05/00 13:52:49 |
|---|---|--|----------------------|
| REQUESTOR ID: 3429820 AGENCY LOCATION CODE/REGIO | SHORT NA DN: 11000001 / SHORT NA | ME: LAB ME: US DOE | |
| ADJUSTMENT REFERENCE NUMP | BER: ADJSTMNT ADJSTMN | TINITIATOR: E1DJJ0# NT TOTAL: \$5,000.00 |) |
| ADJUSTMENT REASON: DREW | MONEY FROM WRON | G ACCOUNT | |
| ASAP SEQUENCE NUMBER: 05/04 RECIPIENT ID ACCOUNT ID 3439833 F1R10001 | /2000 E1DJJ0# 000003 DECREASE AVAIL BAL. BY AMOUNT \$5,000.00 | INCREASE AVAIL ITM BAL. BY AMOUNT # 01 | I |
| 3439833 F1R10002 | | \$5,000.00 02 | |
| | | | |
| | | | |
| F3=PRMT F4=MENU F5=MAIN | | F11=LIS | Т |

TO EXIT: Press F5=Main Menu, then Press F2=Exit, Select Terminal, Disconnect.

ASAP REPORTS

- **6.0.** ASAP Reports. Reports can be requested on-line in ASAP. These reports are delivered to you within 24 hours after the request is submitted.
- **6.1.** The Account Settlement Report provides historical account activity information on individual ASAP accounts for a date range of any length.

STEP 1: On the Main Menu, select **option 6** for **Report Request Menu** and **Press Enter**.

| SP010A SP010AO 05/05/2000 T | AUTOMATED STANDARI MAI | D APPLICATION FOR PAYMENTS N MENU | 05/05/00 20:31:18 |
|-----------------------------------|--|--|----------------------|
| | <1> PAYMENT REQUE <2> INQUIRY MENU <3> FEDERAL AGENC <4> RFC FUNCTIONS I | EST PROCESSING Y FUNCTIONS MENU MENU OCESSING QUEST MENU | |
| ORGANIZATION A | ASAP ID | ENTER SELECTION NUME | BER: <u>6</u> |
| F2=EXIT | | R ESS ENTER | |

STEP 2: Select **option 1** for **Account Settlement Report** and **Press Enter**.

| SP525A SP525AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS 05/05/00 REPORT REQUEST MENU 20:32:52 | |
|-----------------------------------|--|--|
| | <1> ACCOUNT SETTLEMENT REPORT | |
| | <>> ACCOUNTS WITH END DATES REPORT | |
| | <3> DATA RETRIEVAL REPORT | |
| | <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT | |
| | <5> CASH MANAGEMENT REPORTS | |
| | ENTER SELECTION NUMBER: <u>1</u> PRESS ENTER | |
| F2=EXIT I0118 YOUR ORGA | F5=MAIN NIZATION HAS UNREAD NOTIFICATION MESSAGES | |

STEP 3: Specify the account you want to see and the desired date range. Specify **F** for fax

delivery and provide the fax number to which you want the report sent. Press Enter.

STEP 4: A message at the bottom of the screen asks you to confirm your request. **Press Y** to confirm and **Press Enter.**

| SP530A SP530AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS05/05/00ACCOUNT SETTLEMENT REPORT15:14:42 | |
|-----------------------------------|--|--|
| ENTER: | AGENCY LOCATION CODE/REGION: 11000001 / | |
| AND F | ECIPIENT ID: 3439833 | |
| AND A | CCOUNT ID: <u>F1R10001</u> | |
| AND F | ROM 05/01/2000 TO 05/05/2000 | |
| OR AI | L: | |
| AND F | AX OR BULKDATA: <u>F</u> (F OR B) FAX NUMBER: <u>(215) 516 - 8263</u> | |
| THIS REPO TO RECEI | T WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. /E THIS REPORT, TYPE ''Y'' AND PRESS ENTER; | |
| TO CANC | L, TYPE "N" AND PRESS ENTER. \underline{Y} | |
| F4=ME | IU F5=MAIN | |

STEP 5: Another message informs you that your request is accepted. **Press Enter** to continue.

| SP530A SP530AO 03/10/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT SETTLEMENT REPORT | 03/10/00 15:17:21 |
|-----------------------------------|--|----------------------|
| ENTER | : AGENCY LOCATION CODE/REGION: 11000001 / | |
| AND | RECIPIENT ID: 3439833 | |
| AND | ACCOUNT ID: F1R10001 | |
| AND | FROM 05 / 01 / 2000 TO 05 / 05 / 2000 | |
| OR A | ALL: | |
| AND | FAX OR BULKDATA: F (F OR B) FAX NUMBER: (215) 516 - 8263 | |
| F4=M 10074 REP | IENU F5=MAIN ORT REQUESTED. PRESS 'ENTER' OR A PFKEY TO CON | TINUE. |

| Result: | This is an examp | ole of the Account | t Settlement | Report. |
|----------------|------------------|--------------------|--------------|---------|
|----------------|------------------|--------------------|--------------|---------|

| RUN DATE: 05/05/00 AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM:SPPQ937U RUN TIME: 21:45:15 ACCOUNT SETTLEMENT REPORT PAGE: 1 | | | | | | | |
|--|-----------|-----------------------|-----------------------|------------|--|--|--|
| AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US DOE RECIPIENT ID: 3439833 SHORT NAME: USH ACCOUNT ID: F1R10001 | | | | | | | |
| <i>,</i> | FROM | : 05/01/2000 TO: 05 | 5/05/2000 | | | | |
| SETTLEMENT/ | | | | | | | |
| APPLIED DATE | TRANS | AUTHORIZATIONS | DRAWS/RP/BE | BALANCE | | | |
| 05/01/2000 | АТ | 500,000,00 | | 500,000.00 | | | |
| 05/03/2000 | PY | / | -100.000.00 | 400,000,00 | | | |
| 05/03/2000 | BE | | 50,000.00 | 450,000.00 | | | |
| 05/04/2000 | PY | | -5,000.00 | 445,000.00 | | | |
| 05/04/2000 | PY | | -25,000.00 | 420,000.00 | | | |
| 05/04/2000 | PY | | -1,000.00 | 419,000.00 | | | |
| 05/05/2000 | PY | | -1,000.00 | 418,000.00 | | | |
| 05/05/2000 | PY | | -1,000.00 | 417,000.00 | | | |
| 05/05/2000 | PY | | 10,000.00 | 427,000.00 | | | |
| TOTALS: | | 500,000.00 | -73,000.00 | | | | |
| | * * * * * | * * * * * END OF REP(| DRT * * * * * * * * * | * * | | | |
| | | | | | | | |

6.2. The **Report of Accounts with End Dates** lists all ASAP accounts for your organization which have an End Date, or last draw date, specified in the account profile.

STEP 1: After selecting **menu option 6 from the Main Menu**, the Report Request Menu appears. **Choose option 2** and **press Enter**.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      05/05/00
SP525A
SP525AO
                           REPORT REQUEST MENU
                                                                      20:32:52
05/05/2000 T
                        ** ASAP IS IN TEST MODE **
             <1> ACCOUNT SETTLEMENT REPORT
                  ACCOUNTS WITH END DATES REPORT
             <2>
             <3> DATA RETRIEVAL REPORT
             <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT
             <5> CASH MANAGEMENT REPORTS
                                              ENTER SELECTION NUMBER: 2
                                              PRESS ENTER
      F2=EXIT
                      F5=MAIN
10118 YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

STEP 2: Fill in the fields below. Specify **F** for fax delivery and provide the fax number to which you want the report sent. **Press Enter**.

```
      SP520A<br/>SP520AO<br/>05/05/2000
      AUTOMATED STANDARD APPLICATION FOR PAYMENTS<br/>ACCOUNT END DATE REPORT PROMPT SCREEN
      05/05/00<br/>HH:MM:SS

      ENTER:
      AGENCY LOCATION CODE/REGION: 22000000/02
      AND/OR

      AND/OR
      RECIPIENT ID: 1100001

      AND/OR
      REQUESTOR ID: 0101234

      AND/OR
      FROM 10/01/1999

      TO
      05/30/2000

      AND
      FAX OR BULKDATA: F (F OR B)

      F4=MENU
      F5=MAIN
```

STEP 3: A message at the bottom of the screen asks you to confirm your request. **Enter Y** to confirm and **press Enter.**

| SP520A SP520AO 05/05/2000 | A | UTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT END DATE REPORT PROMPT SCREEN | 05/05/00 HH:MM:SS | | |
|--|--------|---|----------------------|--|--|
| | ENTER: | AGENCY LOCATION CODE/REGION: 22000000/02 | | | |
| | AND/OR | RECIPIENT ID: 0101111 | | | |
| | AND/OR | REQUESTOR ID: 0101234 | | | |
| | AND/OR | FROM 05/05/2000 TO 05/26/2000 | | | |
| | AND F | AX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-78 | 90 | | |
| THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. \underline{Y} | | | | | |
| | | F4=MENU F5=MAIN | | | |

Result: This is the report you requested.

| RUN DATE: 05/05/ RUN TIME: 21:47: | 00 AUTOMATEI 35 REPOR FR | O STANDARD APPI RT OF ACCOUNTS ROM 05/05/2000 | LICATION FOR WITH END DAT TO 05/26/200 | PAYMENTS PROGR FES)0 | AM:SPPQ936U PAGE: 1 |
|--------------------------------------|--|--|--|--|------------------------|
| AGENCY LOCATION RECIPIENT ID: 0 | N CODE/REGION: 2)101111 | 22000000/02 | SHORT NAME: SHORT NAME: | US MONEY 2 GRAY U | |
| GROUP ID A | ACCT ID | ASAP ACCT DESC | 2 | END DATE | STATUS |
| F F F | 72R10001 72R10002 72R10003 72R10004 | GRANT NUMBER 1 GRANT NUMBER 2 GRANT NUMBER 3 GRANT NUMBER 4 | L 2 3 4 | 05/05/2000 05/13/2000 05/23/2000 05/26/2000 | S O O |
| | * * * * * * * | * * * END OF RE | SPORT * * * * | * * * * * * | |

6.3 The Cash Management Report provides information on the beginning balance for up to 367 calendar days, draws, adjustments and authorizations during the period, ending balance and average number of days between draws.

STEP 1: On the Main Menu, select option 6 for Report Request Menu and Press Enter.



STEP 2: Select option 5 for Cash Management Reports and Press Enter.

| SP525A SP525AO 05/05/2000 T | Α | UTOMATED STANDARD APPLICATION FOR PAYMENTS REPORT REQUEST MENU | 05/05/00 20:36:46 |
|-----------------------------------|---------|---|----------------------|
| | | <i> ACCOUNT SETTLEMENT REPORT</i> ACCOUNTS WITH END DATES REPORT > DATA RETRIEVAL REPORT > DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY RE | EPORT |
| F2=EXIT | F5=MAIN | ENTER SELECTION NUM PRESS ENTER | 1BER: <u>5</u> |

STEP 3: Select <u>one</u> of the following combinations: ALC/Recipient ID/Account ID ALC/Recipient ID/CFDA (Catalog of Federal Domestic Assistance)

STEP 4: Type the **date range** and **report delivery method** and **Press Enter**.

| SP518A SP518AO 05/05/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS CASH MANAGEMENT REPORTS | 05/05/00 15:30:09 |
|--|---|----------------------|
| ENTER: AGENC | Y LOCATION CODE/REGION: <u>11000001</u> / (ENTER AN ALC OR ALL FOR ALL ALCS) | |
| AND RECIPIEN AND/OR CFDA: AND/OR ACCOU | NT ID: <u>3439833</u> (ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS) | |
| AND DATE RAN | ge from: <u>05 / 05 / 2000</u> to: <u>05 / 05 / 2000</u> | |
| AND FAX OR BU | JLKDATA: <u>F</u> (F OR B) FAX NUMBER: <u>(215)516 - 8263</u> | |
| F4=MENU | F5=MAIN | |

Result: This an example of the Cash Management Report.

| RUN DATE: 05/05/2000AUTOMATED STANDARD APPLICATION FOR PAYMENTSPROGRAM:SPPQ985URUN TIME: 15:30:12AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORTPAGE:99999 |
|---|
| AGENCY LOCATION CODE/REGION: 11000001 SHORT NAME: US MONEY1 RECIPIENT ID: ALL SHORT NAME: ACCOUNT ID: ALL CFDA: DATE RANGE: 05/05/2000 - 05/05/2000 |
| RECIPIENT ID: 3439833 SHORT NAME: GRAYU |
| ACCOUNT NUMBER CFDA GROUP ID BEGINNING AUTHORIZATIONS PAYMENTS & AVAILABLE ENDING AVG BALANCE ADJUSTMENTS BALANCE DAYS (PY/RP/BE) |
| 1234567890123456789099.999999999999999999999999999999999 |
| TOTALS: 99,999,999,999,999.99-99,999,999,999,999 |
| RECIPIENT ID: 0202222 SHORT NAME: GREENU |
| ACCOUNT NUMBER CFDA GROUP ID BEGINNING AUTHORIZATIONS PAYMENTS & AVAILABLE ENDING AVG BALANCE ADJUSTMENTS BALANCE DAYS (PY/RP/BE) |
| 12345678901234567890 99.999 999,999.99-99,999,999,999,999-9,999,999, |
| TOTALS: 99,999,999,999,999.99-99,999,999,999,999 |
| TOTAL ALC: |
| ************************************** |

Notifications

NOTIFICATIONS

Notifications

7.0 The **Notifications** function provides system generated messages to ASAP user organizations when certain key events occur. <u>Unread</u> Notification messages are retained for 25 business days. <u>Read</u> Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

STEP 1: On the Main Menu, select **option 7** for **Notifications** and **Press Enter**.

| SPASAP SPASAP | AUTOMATED STANDARD APPLICATION MAIN MENU | FOR PAYMENTS 05/05/00 14:14:29 | 9 |
|--------------------|--|--|---|
| | <1> PAYMENT REQUEST PRO <2> INQUIRY MENU | DCESSING CTIONS MENU NG J | |
| ORGANIZ. F2=EXI | ASAP IDATION ACCESS CODE | ENTER SELECTION NUMBER: <u>7</u> RESS ENTER | |

STEP 2: Type **S** beside the message to be read on the **Notification List** screen.

| SP26 SP26 05/03 | 55A 55AO 5/2000 T | AUTOMATED | STANDARD APPLICAT NOTIFICATION | TON FOR PAYMENTS LIST | 05/05/00 14:15:34 |
|-----------------------|--------------------------|------------------|-----------------------------------|--------------------------|----------------------|
| SEL | ECT <s> TO REA</s> | D | | PAGE 1 OF 2 | |
| S D | ATE/TIME SENT | SENDER ID | SENDER SHRT NAME | DATE/TIME READ READ | AD BY |
| <u>S</u> | 05/03/2000 12:0 | 2 SYSTEM | ACCT REVW | | |
| _ | 05/03/2000 12:0 | 2 SYSTEM | ACCT REVW | | |
| _ | 05/03/2000 12:0 | 1 SYSTEM | ACCT REVW | | |
| _ | 05/03/2000 11:5 | 5 SYSTEM | MAX DRAW | | |
| _ | 05/03/2000 11:5 | 5 SYSTEM | MAX DRAW | | |
| _ | 05/03/2000 11:4 | 7 SYSTEM | ACCT DET | | |
| - | 05/03/2000 11:4 F5=MA | 7 SYSTEM N F8 | CHG ACCT =PGDN | | |

Result: The selected message will appear on the **Notification Detail** screen.

| SP270A SP270AO 05/05/2000 T | AUTOMATED STAN | NDARD APPLICATION FOR PAYMENTS NOTIFICATION DETAIL | 05/05/00 14:19:46 | | | |
|---|-----------------------|---|----------------------|--|--|--|
| 1 OF 14 MESSAGES DATE SENT: 05/03/2000 TIME SENT: 12:02:53 MESSAGE ID: 00020 MESSAGE TEXT: | 0 SENDER LOGON SHO | : SPPM054U SENDER ASAP ID: SYSTEM RT NAME: ACCT REVW | | | | |
| FEDERAL AGENCY 11000001/ HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT 3439833, ACCOUNT ID F1R10010 , IS SUBJECT TO AGENCY REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL ACENCY | | | | | | |
| | | | | | | |
| I0122 NOTIFICATION I | F8=NEXT DISPLAYED. | F11=LIST | | | | |

STEP 3: Press F11=List. You will see the date and time the message was read and the user ID of the person that read the notification.

| SP265A SP265AO 05/05/2000 T | AUTOMATED |) STANDARD APPLIC. NOTIFICATION LIS | ATION FOR PAYMENT T | S 05/05/00 14:23:47 |
|-----------------------------------|---------------------|--|------------------------|------------------------|
| SELECT <s> TO REA</s> | D | PAGE 1 OF 2 | | |
| S DATE/TIME SENT | SENDER ID S | ENDER SHRT NAME | DATE/TIME READ R | EAD BY |
| _ 05/03/2000 12:02 | 2 SYSTEM | ACCT REVW | 05/05/2000 14:19 | E1DJJ0# |
| _ 05/03/2000 12:0 | 2 SYSTEM | ACCT REVW | 05/05/2000 14:22 | E1DJJ0# |
| _ 05/03/2000 12:0 | 1 SYSTEM | ACCT REVW | 05/05/2000 14:22 | E1DJJ0# |
| _ 05/03/2000 11:5 | 6 SYSTEM | MAX DRAW | 05/05/2000 14:23 | E1DJJ0# |
| _ 05/03/2000 11:55 | 5 SYSTEM | MAX DRAW | | |
| _ 05/03/2000 11:4 | 7 SYSTEM | ACCT DET | | |
| _ 05/03/2000 11:4 | 7 SYSTEM F5=MAIN | CHG ACCT | F8 ₽ GDN | |

TO EXIT: Press F5=Main, then Press F2=Exit, Select Terminal, Disconnect.

GETTING OUT

8.0. Getting Out: ASAP Logoff Procedures

- STEP 1: Within ASAP, Press F5=Main Menu.
- **STEP 2:** From the Main Menu, **Press F2=Exit**.
- **STEP 3:** You are returned to the WELCOME TO THE AT&T GLOBAL NETWORK logo screen. On the top Menu Bar, click on **Terminal** and then click on **Disconnect**.
- STEP 4: Click on <u>Terminal</u> again, and then click Close.