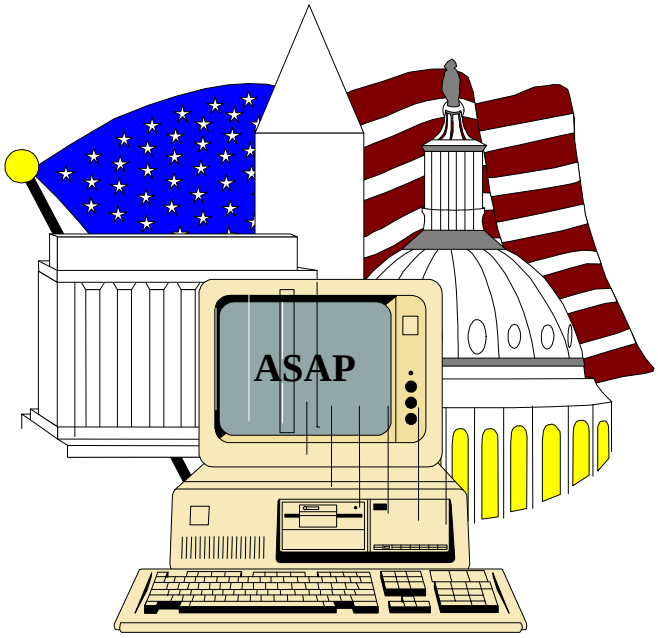
Automated Standard Application for Payments sm



ASAP Training Guide for Payment Requestors

ASAP Customer Support
June 2000

Department of the Treasury
Financial Management Service

ASAP Training Guide for Payment Requestors
TABLE OF CONTENTS

1.0 Overview 1
Objectives of ASAP 2
ASAP Users 2
Training Objectives 2

2.0. Getting in Using Passport for Windows 3
Welcome to AT&T screen 4
FRAS & Format screen 5
ASAP ID & OAC screen 6

3.0 Payment Requests 7
Master Payment Request (ACH) 8
Multiple Bank Relationships 9
FEDWIRE Indivdual 11
FEDWIRE Summary 14
Control Accounts 17
Maximum Draw Limits 19
Agency Review Criteria 21
Create Payment Request Template 23
Template Payment Request (ACH) 25
Payment Cancellations 27

4.0. Making Adjustments 30
Summary Payment with a Negative Draw 31
Book Entry Adjustment 35

5.0. Inquiry 37
Payment Request Status Inquiry 38
Account Balance Inquiry 41
Account Statement Inquiry 43
Account Profile Inquiry (Maximum Draw Limits) 45
Account Profile Inquiry (Agency Review Criteria) 47
Book Entry Adjustment Inquiry 49

6.0. ASAP Reports. 51
Account Settlement Report 52
Accounts With End Dates Report 55
Cash Management Report 57

7.0. Notifications 59
Notifications 60

8.0. Getting Out: ASAP Logoff Procedures 62
Getting Out 63

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 also be Recipient Organizations.
Auxiliary Users:	Includes 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
-------------------------------------------------------------------------------

                            W E L C O M E   T O

                 ===     ===============         ===============
               =======   ===============    ==   ===============
              ===   ===        ===        ==  ==       ===
             ============       ===       ===   =       ===
            =============      ===        ====         ===
            ===       ===      ===       == === =      ===
            ===       ===      ===       ==   ==       ===
            ===       ===      ===        ==== ==      ===


                                     Provided by AT&T Global Network Services
-------------------------------------------------------------------------------
ACCOUNT... tres      USERID...  ________ PASSWORD... ________

Enter desired product or service, or press the HELP key (PF1) for assistance.

===>
4B_                                   0 9            a:Connected Port A200+
```

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

```
SVM0401P                    PRODUCT SELECTION                       Page    1
SYSTEM: IBM0SM02                                                DATE: 05/05/00
TERMID: IBMCX9N9                                                TIME: 09:20:58
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222


         PRODUCT          DESCRIPTION           ENTER "NOTIFY" OR CALL
    1    ASAPPROD         PRODUCTION            800-727-2222
    2    ASAPTEST          TEST                  800-727-2222




Enter selection or press the END key before leaving this terminal unattended.

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS


===> 1
```

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

```
                 FFFFFFFFFFF RRRRRRRR     AAAAAA      SSSSSSSSS
                FFFFFFFFFFF RRRRRRRRRR  AAAAAAAAA   SSSSSSSSSSS
              FF          RR       RR AA      AA  SS        SS
             FF          RR       RR AA       AA SS        SS
            FF          RR       RR AA       AA   SS
           FFFFFFFFFFF RRRRRRRRRR  AAAAAAAAAAA     SSSSS
          FF          RR  RR      AA       AA          SS
         FF          RR    RR     AA       AA SS        SS
        FF          RR     RR    AA       AA SS        SS
       FF          RR      RR  AA       AA SSSSSSSSSSSS
      FF          RR       RR AA       AA   SSSSSSSSS

                          IMS/ESA
                            5.1

           05/05/00    PP12 IMIR PIT IMS     HH:MM:SS

             ENTER:   USERID ==========> __________
                      PASSWORD ========> __________
                      NEW PASSWORD ====>
                      (IF DESIRED)
```

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









DFS058I 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 PAYMENTS        05/05/00
SPASAP                      MAIN MENU                            19:21:14

                <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

                ASAP ID _______________
ORGANIZATION ACCESS CODE _______________      ENTER SELECTION NUMBER: 1
                                               PRESS ENTER
  F2=EXIT
```

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**.

```
SP020A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP020AO                  PAYMENT REQUEST PROCESSING               19:26:35
03/06/2000 T

                    <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

                    <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                          ENTER SELECTION NUMBER:__2__
                                          PRESS ENTER
```

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

```
SP025C        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP025CO            MASTER PAYMENT REQUEST PROMPT                 12:28:13
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB          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: USH
AGENCY LOCATION CODE/REGION: 11000001 / __ OR PRESS ENTER TO DISPLAY LIST


        F4=MENU F5=MAIN
```

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

```
SP025C        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP025CO                MASTER PAYMENT REQUEST PROMPT              12:39:59
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB                 BANK ACCT: _ (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: USH
AGENCY LOCATION CODE/REGION: 11000001 / __ OR PRESS ENTER 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.**

```
SP027A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP027AO            PAYMENT REQUEST BANK ACCOUNT SELECTION        12:43:02
05/03/2000 T

PAYMENT DELIVERY METHOD: ACH

SEL NBR  BANK SHORT NAME      ACCOUNT TITLE                      ACCOUNT NUMBER

_   1    BANK OF AMERICA      PA LECS                            031000011

S   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        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY         14:09:04
05/03/2000 T
                                   PAGE    1 OF    3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                  SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                   TOT AMT REQ: 10000_________
CASH ON HAND: ______________________                     TOT AMT ENT:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID            AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10001                 5000_________                $500,000.00
 F1R10002                 5000_________                $500,000.00
 F1R10003                                               $500,000.00
   F1R103A                _______________
   F1R103B                _______________
   F1R103C                _______________
 F1R10004                                               $500,000.00
   F1R104D                _______________
   F1R104E                _______________
ACTION:  P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                     F8=PGDN F9=ALC F10=RO
```

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

```
 SP030E        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY         14:15:41
05/03/2000 T
                                                          PAGE    1 OF    3
REQUESTOR ID: 3429820          SUMMARY POSTED
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                  SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                   TOT AMT REQ:     $10,000.00
CASH ON HAND:                                             TOT AMT ENT:     $10,000.00
ASAP SEQUENCE NUMBER: 05/03/2000 E1DJJ0#  000001
    ACCOUNT ID            AMOUNT REQUESTED      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
I0043  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 **T**erminal, **D**isconnect.

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        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP020AO             PAYMENT REQUEST PROCESSING                   07:58:58
05/03/2000 T

                    <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

                    <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                          ENTER SELECTION NUMBER: 2
                                          PRESS ENTER

   F2=EXIT      F5=MAIN
I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

STEP 2: Type the required information on 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: 3429820   SHORT NAME: PA-LECS     BANK ACCT: 1(1ST, OR ENTER
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)        2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)   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 LIST

SEL   ALC/REGION     SHORT NAME       SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE            _   22000000 / 02   DOW


                F4=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 FOR PAYMENTS        05/03/00
SP025CO                MASTER PAYMENT REQUEST PROMPT              14:25:20
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB              BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                   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: USH
AGENCY LOCATION CODE/REGION: ________ / __ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION     SHORT NAME      SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE          _   22000000 / 02   DOW


          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          05/03/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                  13:52:46
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB         BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 05 / 03 / 2000 (MM/DD/CCYY)                   BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _______________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
               FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y

 RECIPIENT ID: 3439833   SHORT NAME: USH
AGENCY LOCATION CODE/REGION: 11000001 / __ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION     SHORT NAME       SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE            _   22000000 / 02   DOW



              F4=MENU F5=MAIN
I0089  TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

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

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/00
SP030BO                INDIVIDUAL PAYMENT REQUEST MASTER ENTRY        14:52:20
05/03/2000 T
                                        PAGE    1 OF    5
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 05/03/2000                                  TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/                       SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME:
REQUESTOR REFERENCE NUM:            CASH ON HAND: ______________________
ASAP SEQUENCE NUMBER:
   ACCOUNT ID            AMOUNT REQUESTED     AVAILABLE BALANCE  ITM
 F1R10001              100000_________          $495,000.00
         REFERENCE NUMBER  ______________
 F1R10002              100000_________          $495,000.00
         REFERENCE NUMBER  ______________
 F1R10003                                       $500,000.00
  F1R103A              ______________
  F1R103B              ______________
  F1R103C              ______________
         REFERENCE NUMBER  ______________
ACTION: 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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/00
SP030BO                INDIVIDUAL PAYMENT REQUEST MASTER ENTRY        14:55:35
05/03/2000 T
                                        PAGE    1 OF    5
REQUESTOR ID: 3429820        REQUEST(S) POSTED
SETTLEMENT DATE: 05/03/2000                                  TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/                       SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH
REQUESTOR REFERENCE NUM:            CASH ON HAND:
ASAP SEQUENCE NUMBER: 05/03/2000 E1DJJ0#   REST OF SEQNUM DISPLAYED BELOW

   ACCOUNT ID            AMOUNT REQUESTED     AVAILABLE BALANCE  ITM
 F1R10001              $100,000.00              $395,000.00
         REFERENCE NUMBER                         SEQNUM : 000002   01
 F1R10002              $100,000.00              $395,000.00
         REFERENCE NUMBER                         SEQNUM : 000003   01
 F1R10003
  F1R103A
  F1R103B
  F1R103C
         REFERENCE NUMBER
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
I0081  SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

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

TO EXIT: **Press F5**=Main Menu, then **Press F2=**Exit**,** Select **T**erminal, **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        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP020AO             PAYMENT REQUEST PROCESSING                   07:58:58
05/03/2000 T

                    <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

                    <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                          ENTER SELECTION NUMBER: 2
                                          PRESS ENTER

   F2=EXIT      F5=MAIN
I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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          05/03/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                  13:39:49
05/03/2000 T
REQUESTOR ID: 3429820   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: F (A=ACH OR F=FEDWIRE)       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 LIST

SEL   ALC/REGION     SHORT NAME       SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE            _   22000000 / 02   DOW


                F4=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 FOR PAYMENTS        05/03/00
SP025CO                MASTER PAYMENT REQUEST PROMPT              14:25:20
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB              BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                   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: USH
AGENCY LOCATION CODE/REGION: ________ / __ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION     SHORT NAME      SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE          _   22000000 / 02   DOW


        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          05/03/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                  13:52:46
05/03/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB         BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 05 / 03 / 2000 (MM/DD/CCYY)                   BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _______________

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
               FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y

 RECIPIENT ID: 3439833   SHORT NAME: USH
AGENCY LOCATION CODE/REGION: 11000001 / __ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION     SHORT NAME       SEL   ALC/REGION     SHORT NAME
 S   11000001 /      US DOE            _   22000000 / 02   DOW




               F4=MENU F5=MAIN
I0089  TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        06/20/00
SP030EO                   SUMMARY PAYMENT REQUEST MASTER ENTRY          15:29:17
06/20/2000 T
                                                                   PAGE    1 OF    3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 06/20/2000   REQ REF NUM:                   TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME:                   TOT AMT REQ: 20000_________
CASH ON HAND: _____                   TOT AMT ENT:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID                  AMOUNT REQUESTED     AVAILABLE BALANCE  ITM
  F1R10001                          10000_________        $389,250.00
  F1R10002                          10000_________        $399,650.00
  F1R10003                                                 $465,100.00
    F1R103A            _______________
    F1R103B            _______________
    F1R103C            _______________
  F1R10004                                                 $470,000.00
    F1R104D            _______________
    F1R104E            _______________
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 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                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS        06/20/00
SP030EO                      SUMMARY PAYMENT REQUEST MASTER ENTRY          15:36:42
06/20/2000 T
                                                                   PAGE    1 OF    3
REQUESTOR ID: 3429820              SUMMARY POSTED
SETTLEMENT DATE: 06/20/2000   REQ REF NUM:                   TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                TOT AMT REQ:     $20,000.00
CASH ON HAND:                                          TOT AMT ENT:     $20,000.00
ASAP SEQUENCE NUMBER: 06/20/2000 E1DJJ0#  000001
    ACCOUNT ID                  AMOUNT REQUESTED     AVAILABLE BALANCE  ITM
  F1R10001                          $10,000.00            $379,250.00   01
  F1R10002                          $10,000.00            $389,650.00   02
  F1R10003                          $465,100.00
    F1R103A
    F1R103B
    F1R103C
  F1R10004                          $470,000.00
    F1R104D
    F1R104E
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
     F3=PRMT F4=MENU F5=MAIN            F8=PGDN
I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

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

TO EXIT: **Press F5**=Main Menu, then **Press F2=**Exit**,** Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP020AO                         PAYMENT REQUEST PROCESSING                   07:58:58
05/03/2000 T

                    <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

                    <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                                ENTER SELECTION NUMBER: 2
                                                PRESS ENTER

   F2=EXIT      F5=MAIN
I0118  YOUR ORGANIZATION 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            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/00
SP030EO                 SUMMARY PAYMENT REQUEST MASTER ENTRY           15:24:43
05/03/2000 T
                                    PAGE    1 OF    3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH        TOT AMT REQ: 20000_________
CASH ON HAND: ______________________          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID            AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10001                 _______________        $395,000.00
 F1R10002                 _______________        $395,000.00
 F1R10003                                         $490,000.00
   F1R103A                _5000_________
   F1R103B                5000_________
   F1R103C                _______________
 F1R10004                                         $490,000.00
   F1R104D                5000_________
   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            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/00
SP030EO                 SUMMARY PAYMENT REQUEST MASTER ENTRY           15:14:40
05/03/2000 T
                                    PAGE    1 OF    3
REQUESTOR ID: 3429820                 SUMMARY POSTED
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:                TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                   SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                    TOT AMT REQ:    $20,000.00
CASH ON HAND:                                              TOT AMT ENT:    $20,000.00
ASAP SEQUENCE NUMBER: 05/03/2000 E1DJJ0#  000004
    ACCOUNT ID            AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10001                                         $395,000.00
 F1R10002                                         $395,000.00
 F1R10003                 $10,000.00              $480,000.00        01
   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 F4=MENU F5=MAIN              F8=PGDN
I0043  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 **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        03/06/00
SP020AO                          PAYMENT REQUEST PROCESSING                   07:58:58
03/06/2000 T


                    <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

                    <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                          ENTER SELECTION NUMBER: 2
                                        PRESS ENTER

    F2=EXIT       F5=MAIN
I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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

```
SP030E                AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP030EO                 SUMMARY PAYMENT REQUEST MASTER ENTRY             16:12:20
05/03/2000 T
                                  PAGE    2 OF    3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:                    TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                        SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                        TOT AMT REQ: 55000_________
CASH ON HAND:                  TOT AMT ENT:        $0.00
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)
                  F7=PGUP F8=PGDN F9=ALC F10=RO
I0034  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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/00
SP030EO                       SUMMARY PAYMENT REQUEST MASTER ENTRY           16:23:22
05/03/2000 T
                                          PAGE    2 OF    3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 05/04/2000   REQ REF NUM:                          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                             SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                              TOT AMT REQ:     $55,000.00
CASH ON HAND:                                                        TOT AMT ENT:     $55,000.00
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  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 MAXIMUM DRAW LIMIT
```

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

TO EXIT: **Press F5**=Main Menu, then **Press F2=**Exit**,** Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP020AO                          PAYMENT REQUEST PROCESSING                  07:58:58
05/04/2000 T

                    <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
                    <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                        ENTER SELECTION NUMBER: 2
                                      PRESS ENTER
   F2=EXIT      F5=MAIN
I0118  YOUR ORGANIZATION 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        05/04/00
SP025CO                         MASTER PAYMENT REQUEST PROMPT                08:49:45
05/04/2000 T
REQUESTOR ID: 3429820          SHORT NAME: LAB      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 / 05 / 2000 (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _______________

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

```
SP030E                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        06/21/00
SP030EO                       SUMMARY PAYMENT REQUEST MASTER ENTRY           14:20:35
06/21/2000 T                                                          PAGE   2 OF   3
REQUESTOR ID: 3429820  SHORT NAME: LAB
SETTLEMENT DATE: 06/22/2000   REQ REF NUM:      TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US DOE
RECIPIENT ID: 3439833                            SHORT NAME: USH       TOT AMT REQ:  _
$11,000.00
CASH ON HAND:                                                          TOT AMT ENT:      $0.00

ASAP SEQUENCE NUMBER:
   ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
  F1R104F              ______________
 F1R10005                                          $500,000.00
  F1R105G              ______________
  F1R105H              ______________
  F1R105I              ______________
 F1R10006              ______________            $500,000.00
 F1R10007              ______________            $500,000.00
 F1R10008              11000_________            $500,000.00
 F1R10009              ______________            $500,000.00
ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                        F7=PGUP F8=PGDN F9=ALC F10=RO
I0034  DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        06/21/00
SP030EO                       SUMMARY PAYMENT REQUEST MASTER ENTRY           15:05:35
06/21/2000 T
                                                                      PAGE   2 OF   3
REQUESTOR ID: 3429820                  SUMMARY POSTED
SETTLEMENT DATE: 06/22/2000                REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                  SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                        TOT AMT REQ:    $11,000.00
CASH ON HAND:                                                  TOT AMT ENT:    $11,000.00
ASAP SEQUENCE NUMBER: 06/21/2000 E1DJJ0#  000002
   ACCOUNT ID                    AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
  F1R104F
  F1R10005                                                        $500,000.00
  F1R105G
  F1R105H
  F1R105I
 F1R10006                                                         $500,000.00
 F1R10007                                                         $500,000.00
 F1R10008                                 $11,000.00             $500,000.00   01
 F1R10009                                                         $500,000.00
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN       F7=PGUP F8=PGDN
 I0130  PAYMENT REQUEST(S) POSTED SUCCESSFULLY. 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 **T**erminal, **D**isconnect.

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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS    05/04/00
SP020AO                 PAYMENT REQUEST PROCESSING             19:52:16
05/04/2000 T

              <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
              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                        ENTER SELECTION NUMBER: 3
                                        PRESS ENTER

         F2=EXIT         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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/04/00
SP320AO          CREATE PAYMENT REQUESTOR TEMPLATE PROMPT        11:07:56
05/04/2000 T

   ACTION: A  <A> ADD TEMPLATE
              <C> CHANGE TEMPLATE
              <D> DELETE TEMPLATE
              <B> BUILD REMITTANCE DATA

   REQUESTOR ID:  3429820          SHORT NAME:  LAB

   TEMPLATE NAME: WIC

   AGENCY LOCATION CODE/REGION:  11000001 / __  SHORT NAME:

   RECIPIENT ID:  3439833          SHORT NAME:  USH



       F4=MENU 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 STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP325AO                  CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          11:17:54
05/04/2000 T                                  PG   1 OF   3
 TEMPLATE NAME:  WIC                  REQUESTOR ID: 3429820 SHORT NAME: LAB
 AGENCY LOCATION CODE/REGION:  11000001 /                   SHORT NAME: US DOE
 RECIPIENT ID:   3439833                                     SHORT NAME: USH

SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
              SELECT          ACCOUNT ID
               A        F1R10001
               A        F1R10002
                       F1R10003
               _        F1R103A
               _        F1R103B
               _        F1R103C
                       F1R10004
               _        F1R104D
               _        F1R104E
               _        F1R104F
       <X>=ACCOUNT ON TEMPLATE    <R>=REMITTANCE DATA ON ACCOUNT
ACTION:  P  (P=POST, R=REFRESH, E=ESCAPE)
                                                   F8=PGDN F9=ALC 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.

```
 SP325A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP325AO                  CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          11:23:16
05/04/2000 T                                  PG   1 OF   3
 TEMPLATE NAME:  WIC                  REQUESTOR ID: 3429820 SHORT NAME: LAB
 AGENCY LOCATION CODE/REGION:  11000001 /                   SHORT NAME: US DOE
 RECIPIENT ID:   3439833                                     SHORT NAME: USH

SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
              SELECT          ACCOUNT ID
               A        F1R10001
               A        F1R10002
                       F1R10003
               _        F1R103A
               _        F1R103B
               _        F1R103C
                       F1R10004
               _        F1R104D
               _        F1R104E
               _        F1R104F
       <X>=ACCOUNT ON TEMPLATE    <R>=REMITTANCE DATA ON ACCOUNT
ACTION:    (P=POST, R=REFRESH, E=ESCAPE)
    F3=PRMT F4=MENU F5=MAIN                                F8=PGDN          F11=NWTP
I0045  PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

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**.

```
SP020A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP020AO                          PAYMENT REQUEST PROCESSING                 19:52:16
05/04/2000 T
                <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
                <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                                ENTER SELECTION NUMBER:  1
                                                PRESS 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 STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP025BO                     TEMPLATE PAYMENT REQUEST PROMPT              11:52:31
05/04/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB              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 / 05 / 2000 (MM/DD/CCYY)                        BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _______________
TEMPLATE NAME: _________ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
              TO A TEMPLATE NAME BELOW

     TEMPLATE          TEMPLATE          TEMPLATE
  SEL   NAME       SEL   NAME       SEL   NAME
  _  ACADEMY        S   WIC

        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 STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP030FO                       SUMMARY PAYMENT REQUEST TEMPLATE ENTRY         11:56:50
05/04/2000 T
REQUESTOR ID: 3429820        SHORT NAME: LAB              PAGE    1 OF    1
TEMPLATE NAME: WIC        REQ REF NUM:                   TYPE OF PAYMENT: S
SETTLEMENT DATE: 05/05/2000
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH      TOT AMT REQ: 5000__________
CASH ON HAND: ______________________        TOT AMT ENT:
ASAP SEQUENCE NUMBER:
   ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10001              2500________          $395,000.00
 F1R10002              2500__________        $395,000.00


ACTION: P (P=POST, V=VALIDATE, R=REFRESH, 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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP030FO                       SUMMARY PAYMENT REQUEST TEMPLATE ENTRY         12:00:09
05/04/2000 T
REQUESTOR ID: 3429820              SUMMARY POSTED              PAGE    1 OF    1
TEMPLATE NAME: WIC        REQ REF NUM:                   TYPE OF PAYMENT: S
SETTLEMENT DATE: 05/05/2000
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH      TOT AMT REQ:     $5,000.00
CASH ON HAND:                               TOT AMT ENT:     $5,000.00
ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000002
   ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10001              $2,500.00             $392,500.00        01
 F1R10002              $2,500.00             $392,500.00        02


ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN
I0043  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 **T**erminal, **D**isconnect.

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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP020AO                 PAYMENT REQUEST PROCESSING                   07:58:58
05/04/2000 T

                <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

                <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                        ENTER SELECTION NUMBER: 5
                                        PRESS ENTER

   F2=EXIT      F5=MAIN
I0118 YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP055AO                 PAYMENT CANCELLATION PROMPT                  13:24:53
05/04/2000 T

REQUESTOR ID: 3429820  SHORT NAME:  LAB

AGENCY LOCATION CODE/REGION: _________ / __   SHORT NAME:
RECIPIENT ID: 3439833  SHORT NAME:  USH
ACCOUNT ID: _____________________

REQUESTOR REFERENCE NUMBER: ______________

REQUEST DATE (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 CANCELLATION LIST                   13:26:47
05/04/2000 T
                                     PAGE    1 OF    1
REQUESTOR ID: 3429820   SHORT NAME:  LAB      REQ REF NUM:
ALC/REGION:        /     SHORT NAME:
RECIPIENT ID: 3439833   SHORT NAME:  USH
ACCOUNT ID:             REQ DATES FROM:  /  /    TO:

SEL ALC/REGION   RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT      ITEMS

 _  11000001/   3439833 05/04/2000  05/05/2000          $11,000.00      1

 S  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                AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP057AO                       PAYMENT CANCELLATION DETAIL                   14:23:16
05/04/2000 T
                                     PAGE    1 OF    1
 REQUEST DATE: 05/04/2000                    REQUESTOR REF NUM:
 REQUEST TIME:                          NUMBER ITEMS:   2
 SETTLEMENT DATE: 05/05/2000  REQUESTOR ID:        SHORT NAME:  LAB
 TOTAL REQUESTED:          $5,000.00        PAYMENT STATUS:
 ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000002
ALC/REGION    RO ID    ASAP ACCOUNT      AVAILABLE BALANCE   AMT REQUESTED
SHORT NAME SHORT NAME
11000001/   3439833 F1R10001            $392,500.00        $2,500.00
US DOE     USH
11000001/   3439833 F1R10002            $392,500.00        $2,500.00
US DOE     USH




ACTION: C  (C=CANCEL PAYMENT, E=ESCAPE)
```

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

```
 SP057A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP057AO                          PAYMENT CANCELLATION DETAIL                    14:30:23
05/04/2000 T
                                        PAGE     1 OF     1
 REQUEST DATE: 05/04/2000              REQUESTOR REF NUM:
 REQUEST TIME:                       NUMBER ITEMS:    2
 SETTLEMENT DATE: 05/05/2000  REQUESTOR ID:          SHORT NAME:  LAB
 TOTAL REQUESTED:            $5,000.00  PAYMENT STATUS:
 ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000002
ALC/REGION    RO ID     ASAP ACCOUNT       AVAILABLE BALANCE   AMT REQUESTED
SHORT NAME SHORT NAME
11000001/   3439833 F1R10001              $392,500.00        $2,500.00
US DOE     USH
11000001/   3439833 F1R10002              $392,500.00        $2,500.00
US DOE     USH




PAYMENT WILL BE CANCELED - ARE YOU SURE? (Y/N)  Y
ACTION: _ (E=ESCAPE)
```

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP057AO                          PAYMENT CANCELLATION DETAIL                    14:32:56
05/04/2000 T
* * *  SCREEN POSTED  * * *                PAGE     1 OF     1
 REQUEST DATE: 05/04/2000              REQUESTOR REF NUM:
 REQUEST TIME:                       NUMBER ITEMS:    2
 SETTLEMENT DATE: 05/05/2000  REQUESTOR ID:          SHORT NAME:  LAB
 TOTAL REQUESTED:            $5,000.00  PAYMENT STATUS: CANCELED
 ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000002
ALC/REGION    RO ID     ASAP ACCOUNT       AVAILABLE BALANCE   AMT REQUESTED
SHORT NAME SHORT NAME
11000001/   3439833 F1R10001              $395,000.00        $2,500.00
US DOE     USH
11000001/   3439833 F1R10002              $395,000.00        $2,500.00
US DOE     USH




ACTION: _ (E=ESCAPE)
     F3=PRMT F4=MENU F5=MAIN                          F11=LIST
I0079  PAYMENT(S) CANCELED AND ACCOUNT BALANCE(S) UPDATED.
```

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

TO EXIT: **Press F5=** Main Menu, then **Press F2**=Exit, Select **T**erminal, **D**isconnect.

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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP010AO                          MAIN MENU                           19:57:50
05/04/2000 T


                  <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


                 ASAP ID __________
 ORGANIZATION ACCESS CODE ___________          ENTER SELECTION NUMBER: 1
                                                 PRESS ENTER
       F2=EXIT
```

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

```
SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP020AO                 PAYMENT REQUEST PROCESSING                   20:00:17
05/04/2000 T


              <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

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                                ENTER SELECTION NUMBER: 2
                                                PRESS ENTER

       F2=EXIT         F5=MAIN
I0118  YOUR ORGANIZATION 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 APPLICATION FOR PAYMENTS        05/04/00
SP025CO                          MASTER PAYMENT REQUEST PROMPT                14:59:42
05/04/2000 T
REQUESTOR ID: 3429820   SHORT NAME: LAB                    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 / 05 / 2000 (MM/DD/CCYY)                            BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: _____

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 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
SETTLEMENT DATE: 05/05/2000   REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/                  SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                  TOT AMT REQ: 1000_________
CASH ON HAND:                                           TOT AMT ENT:        $0.00
ASAP SEQUENCE 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: V (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                     F7=PGUP        F9=ALC F10=RO
```

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

```
 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: 3429820  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: 3439833  SHORT NAME: USH                TOT AMT REQ:      $1,000.00
CASH ON HAND:                                          TOT AMT ENT:      $1,000.00
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10010               _______________          $500,000.00
 F1R10011               $5,000.00                 $495,000.00
 F1R10012               $4,000.00-                $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
I0035  SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.
```

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

```
 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: 3429820  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: 3439833  SHORT NAME: USH                TOT AMT REQ:      $1,000.00
CASH ON HAND:                                          TOT AMT ENT:      $1,000.00
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE  ITM
 F1R10010               _______________          $500,000.00
 F1R10011               $5,000.00                 $495,000.00
 F1R10012               $4,000.00-                $495,000.00
 F1R10013               _______________          $495,000.00
 F1R10014               _______________          $495,000.00
 F1R10015               _______________          $495,000.00

ACTION:  P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                        F7=PGUP       F9=ALC F10=RO
```

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

```
 SP030E                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP030EO                        SUMMARY PAYMENT REQUEST MASTER ENTRY           15:14:14
05/04/2000 T
                                   PAGE    3 OF    3
REQUESTOR ID: 3429820      SUMMARY POSTED
SETTLEMENT DATE: 05/05/2000   REQ REF NUM:              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US DOE
RECIPIENT ID: 3439833  SHORT NAME: USH                      TOT AMT REQ:      $1,000.00
CASH ON HAND:                                                TOT AMT ENT:      $1,000.00
ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  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, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
    F3=PRMT F4=MENU F5=MAIN        F7=PGUP
I0054  PAGING PERFORMED.
```

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP020AO                          PAYMENT REQUEST PROCESSING                  20:00:17
05/04/2000 T

                          <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

                          <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                                   ENTER SELECTION NUMBER: 4
                                                   PRESS ENTER

    F2=EXIT       F5=MAIN
I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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

```
SP047A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP047AO                          BOOK ENTRY ADJUSTMENT PROMPT                15:14:12
05/04/2000 T

REQUESTOR ID: 3429820  SHORT NAME:  PA-LECS

ADJUSTMENT REFERENCE NUMBER: _____

AGENCY LOCATION CODE/REGION: 11000001 / __     SHORT NAME:

RECIPIENT ID: 3439833  SHORT NAME:  PA LECS

ADJUSTMENT REASON:  DREW MONEY FROM WRONG ACCOUNT
                    ____________________________________________
                    ____________________________________________

        F4=MENU F5=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 STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP048AO                         BOOK ENTRY ADJUSTMENT PROCESSING             15:25:53
05/04/2000 T
REQUESTOR ID: 3429820   SHORT NAME:  LAB              PAGE     1 OF     4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME:  US DOE
                                                TOT DECR:          $0.00
RECIPIENT ID: 3439833  SHORT NAME:  USH      TOT INCR:          $0.00
ADJUSTMENT REASON: DREW MONEY FROM WRONG ACCOUNT____________________
          ____________________________________________________
          ____________________________________________________
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
F1R10003            $490,000.00
  F1R103A                                ______________   ______________
  F1R103B                                ______________   ______________
  F1R103C                                ______________   ______________
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                          F8=PGDN      F10=RO
```

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

```
SP048A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP048AO                         BOOK ENTRY ADJUSTMENT PROCESSING             15:30:10
05/04/2000 T
REQUESTOR ID: 3429820            ADJUSTMENT POSTED                   PAGE     1 OF     4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME:  US DOE
                                                TOT DECR:       $5,000.00
RECIPIENT ID: 3439833  SHORT NAME:  USH          TOT INCR:       $5,000.00
ADJUSTMENT REASON: DREW MONEY FROM WRONG ACCOUNT____________________
                    ____________________________________________
                    ____________________________________________
ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000003
                                          DECREASE AVAIL    INCREASE AVAIL
   ACCOUNT ID      AVAILABLE BALANCE   BAL. BY AMOUNT   BAL. BY AMOUNT  ITM
 F1R10001                $390,000.00     $5,000.00                      01
 F1R10002                $400,000.00                      $5,000.00     02
 F1R10003                $490,000.00
    F1R103A
    F1R103B
    F1R103C
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN
I0066  BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP010AO                          MAIN MENU                           20:14:16
05/04/2000 T

                   <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

                  ASAP ID __________
 ORGANIZATION ACCESS 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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/26/00
SP100AO                        INQUIRY MENU                           11:35:08
05/26/2000 T
                          ** ASAP IS IN TEST MODE **

                   < 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
                   <11>  RETURNED PAYMENT INQUIRY PROMPT
                   <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                   <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                   <14>  SUPER USER INQUIRY
                                                ENTER SELECTION NUMBER: 1
                                                PRESS ENTER
          F2=EXIT      F5=MAIN
```

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

```
 SP105A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP105AO                         PAYMENT REQUEST STATUS INQUIRY PROMPT         15:39:08
05/04/2000 T

ENTER:

REQUESTOR ID:  3429820                    SHORT NAME:  LAB
RECIPIENT ID:     3439833                  SHORT NAME:  USH
AGENCY LOCATION CODE/REGION:  ________  / __      SHORT NAME:

ACCOUNT ID:  ____________________
REQUESTOR REFERENCE NUMBER:  ______________

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
            W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   05 / 01 / 2000 TO: 05 / 04 / 2000



          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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/04/00
SP110AO                       PAYMENT REQUEST STATUS SUMMARY INQUIRY          15:41:42
05/04/2000 T
REQUESTOR ID: 3429820                                SHORT NAME:  LAB
RECIPIENT ID: 3439833                                SHORT NAME:  USH
AGENCY LOCATION CODE/REGION:        /            SHORT NAME:
ACCOUNT ID:                      REQUESTOR REF NUM:
REQUEST STATUS:              REQUEST DATE FROM: 05/01/2000 TO: 05/04/2000

SEL  ALC/REGION    RO ID    REQ DATE   SETTLE DATE    TOTAL AMOUNT  ITEM  STA

S  11000001/         3439833  05/03/2000      05/04/2000          $10,000.00          002   A

_  11000001/         3439833  05/03/2000      05/03/2000          $100,000.00         001   A

_  11000001/         3439833  05/03/2000      05/03/2000          $100,000.00         001   A

_  11000001/         3439833  05/03/2000      05/04/2000          $20,000.00          002   A

_  11000001/          3439833  05/04/2000      05/05/2000          $11,000.00          001

    F3=PRMT F4=MENU 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 STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP112AO                        PAYMENT REQUEST STATUS INQUIRY LIST              15:55:28
05/04/2000 T
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US DOE
RECIPIENT ID:  3439833                              SHORT NAME:  USH
REQUEST DATE:  05/03/2000              SETTLEMENT DATE: 05/04/2000
TOTAL AMOUNT:      $10,000.00          TOTAL ITEMS: 002

S  ALC/REGION  RO ID  ACCOUNT ID          AMT REQUESTED   CURR AVAIL BAL STA

_S 11000001/   3439833 F1R10001              $5,000.00      $390,000.00  A

_  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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/04/00
SP111AO                     PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         16:03:51
05/04/2000 T
AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US DOE
RECIPIENT ID: 3439833                              SHORT NAME:  USH
REQUESTOR ID: 3429820                              SHORT NAME:  LAB
ACCOUNT ID:   F1R10001              ACTUAL SETTLEMENT DATE: 05/04/2000
REQUEST DATE: 05/03/2000              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 BATCH NUMBER: 000000002
ACH TRACE NUMBER: 051036800000003
DFI ABA NUMBER: 121000358    BANK ACCOUNT NUMBER: 031000011
DFI SHORT NAME:
FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 05/03/2000 E1DJJ0#  000001 000001

REQUEST STATUS:   SENT AND PROCESSED
USER ID OF REQUEST INITIATOR: E1DJJ0#

     F3=PRMT F4=MENU F5=MAIN                            F11=LIST
```

TO EXIT: **Press F5=**Main Menu, then **Press F2**=Exit, Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS    05/05/00
SP100AO                                INQUIRY MENU                      HH:MM:SS
05/05/2000 P

                 < 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
                 <11>  RETURNED PAYMENT INQUIRY PROMPT
                 <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                  <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                  <14>  SUPER USER INQUIRY

                                   ENTER SELECTION NUMBER: 2
                                   PRESS ENTER
        F2=EXIT     F5=MAIN
```

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

```
SP115A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/26/00
SP115AO                        ACCOUNT BALANCE INQUIRY PROMPT              13:29:23
05/26/2000 T

REQUESTOR ID: 3429820                                SHORT NAME: LAB

     ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __           SHORT NAME:

RECIPIENT ID: 3439833                                SHORT NAME: USH

ACCOUNT ID: _____

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP120AO                        ACCOUNT BALANCE INQUIRY DETAIL                13:21:49
05/05/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US DOE
RECIPIENT ID: 3439833                             SHORT NAME:  USH
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=MENU F5=MAIN            F8=PGDN F9=ALC F10=RO
```

TO EXIT: **Press F5**=Main Menu, then **Press F2=**Exit**,** Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP100AO                                  INQUIRY MENU                        10:04:27
05/05/2000 T


                    < 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
                    <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
                                                PRESS ENTER
  F2=EXIT      F5=MAIN
```

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

```
SP125A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP125AO                ACCOUNT STATEMENT INQUIRY PROMPT          13:28:15
05/05/2000 T


  ENTER:

     ACCOUNT ID: F1R10001__________

     ACCOUNT DETAIL ID: ______________________________


  AND  AGENCY LOCATION CODE/REGION: 11000001 / __  SHORT NAME:

  AND  RECIPIENT ID: 3439833                 SHORT NAME: USH

  AND  FROM 05 / 01 / 2000  TO  05 / 05 / 2000


        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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP130AO                          ACCOUNT STATEMENT INQUIRY                   13:33:10
05/05/2000 T
AGENCY LOCATION CODE/REGION:  11000001 /    SHORT NAME: US DOE
RECIPIENT ID:  3439833                          SHORT NAME: USH
ACCOUNT ID:    F1R10001                FROM: 05/01/2000  TO  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=MAIN                          F11=ACCT
```

TO EXIT: **Press F5**=Main Menu, then **Press F2=**Exit, Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP100AO                                  INQUIRY MENU                        10:04:27
05/05/2000 T


                    < 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
                    <11> RETURNED PAYMENT INQUIRY PROMPT
                    <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                    <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                    <14> SUPER USER INQUIRY
                                          ENTER SELECTION NUMBER: 5
                                                PRESS ENTER
   F2=EXIT      F5=MAIN
```

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

```
SP065A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP065AO                              ACCOUNT PROFILE INQUIRY                 13:51:54
05/30/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __      SHORT NAME:
RECIPIENT ID: 4268344                           SHORT NAME:  KIRK
ACCOUNT ID: F1R10006_________

ACCOUNT DESCRIPTION:                                    CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                          ASAP 1031 (Y/N)
REQUESTOR ID:                                           PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                         CFDA NUMBER:          ALLOW BE ADJ (Y/N)
BEGIN DATE:   /   /               END DATE:   /   /     CMIA INDICATOR (Y/N)
CREATE DATE:                      BUDGET PERIOD END DATE:   /   /


TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:


        F4=MENU F5=MAIN
```

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

```
SP065A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP065AO                              ACCOUNT PROFILE INQUIRY                  13:56:33
05/30/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /        SHORT NAME:  US DOE
RECIPIENT ID: 4268344                            SHORT NAME:  KIRK
ACCOUNT ID: F1R10006

ACCOUNT DESCRIPTION: ACCOUNT 6                      CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N) N
REQUESTOR ID: 4257602                               PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID:                      CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE:   /   /            END DATE:   /   /      CMIA INDICATOR (Y/N)
CREATE DATE: 03/17/1999        BUDGET PERIOD END DATE:   /   /


TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
AVAILABLE BALANCE:          $420,000.00


        F4=MENU F5=MAIN            F8=REV
I0009  INQUIRY SUCCESSFUL.
```

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

```
SP066A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP066AO        ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS         14:01:24
05/30/2000 T


AGENCY LOCATION CODE/REGION: 11000001 /        SHORT NAME:  US DOE
RECIPIENT ID: 4268344                            SHORT NAME:  KIRK
ACCOUNT ID: F1R10006

LEVEL AT WHICH REVIEW CRITERIA ARE SET: NONE
THRESHOLD:                  CRITERIA ENTERED/LAST MODIFIED 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 ALC level, all accounts for all Recipient Organizations are under Agency Review Criteria; OR at the Recipient level, all accounts for selected Recipient Organizations are under Agency Review Criteria; OR at the Account level, 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.**

```
SP100A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP100AO                                  INQUIRY MENU                        10:04:27
05/05/2000 T


                    < 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
                    <11> RETURNED PAYMENT INQUIRY PROMPT
                    <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                    <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                    <14> SUPER USER INQUIRY
                                          ENTER SELECTION NUMBER: 5
                                                PRESS ENTER
   F2=EXIT      F5=MAIN
```

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

```
SP065A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP065AO                              ACCOUNT PROFILE INQUIRY                 13:51:54
05/30/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __      SHORT NAME:
RECIPIENT ID: 4268344                           SHORT NAME:  KIRK
ACCOUNT ID: F1R10008_________

ACCOUNT DESCRIPTION:                                    CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                          ASAP 1031 (Y/N)
REQUESTOR ID:                                           PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                       CFDA NUMBER:            ALLOW BE ADJ (Y/N)
BEGIN DATE:   /   /             END DATE:   /   /       CMIA INDICATOR (Y/N)
CREATE DATE:                    BUDGET PERIOD END DATE:   /   /


TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:


        F4=MENU F5=MAIN
```

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

```
SP065A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP065AO                              ACCOUNT PROFILE INQUIRY                  14:32:42
05/30/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /        SHORT NAME:  US DOE
RECIPIENT ID: 4268344                           SHORT NAME:  KIRK
ACCOUNT ID: F1R10008

ACCOUNT DESCRIPTION: ACCOUNT 8                                CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                              ASAP 1031 (Y/N) N
REQUESTOR ID: 4257602                                         PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID:                                CFDA NUMBER:         ALLOW BE ADJ (Y/N) Y
BEGIN DATE:    /    /                    END DATE:    /    /  CMIA INDICATOR (Y/N)
CREATE DATE: 03/17/1999                  BUDGET PERIOD END DATE:    /    /


TOTAL ESTIMATED GRANT AMOUNT:  $0.00
CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
AVAILABLE BALANCE:                    $497,500.00


          F4=MENU F5=MAIN                                          F8=REV
I0009  INQUIRY SUCCESSFUL.
```

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

```
SP066A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/30/00
SP066AO               ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS        14:35:27
05/30/2000 T


AGENCY LOCATION CODE/REGION: 11000001 /        SHORT NAME:  US DOE
RECIPIENT ID: 4268344                           SHORT NAME:  KIRK
ACCOUNT ID: F1R10008

LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
THRESHOLD: $10,000.00                    CRITERIA ENTERED/LAST MODIFIED BY: E1DJJ0#

MAXIMUM DRAW AMOUNTS:
   DAILY:                                MONTHLY:
   QUARTERLY:                            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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/05/00
SP100AO                          INQUIRY MENU                     11:42:23
05/05/2000 T


                 < 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
                <11> RETURNED PAYMENT INQUIRY PROMPT
                <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                <14> SUPER USER INQUIRY
                                   ENTER SELECTION NUMBER: 12
                                        PRESS ENTER
  F2=EXIT     F5=MAIN
```

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

```
SP170A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/05/00
SP170AO            BOOK ENTRY ADJUSTMENT INQUIRY PROMPT          13:45:21
05/05/2000 T


  REQUESTOR ID:  3429820            SHORT NAME:  LAB

  ADJUSTMENT REFERENCE NUMBER:  _______________

  AGENCY LOCATION CODE/REGION:  ________ / __   SHORT NAME:

  RECIPIENT ID:  _______            SHORT NAME:

  ADJUSTMENT DATES 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 ADJUSTMENT SUMMARY INQUIRY          13:47:10
05/05/2000 T
REQUESTOR ID: 3429820                              SHORT NAME:  LAB
AGENCY LOCATION CODE/REGION:        /              SHORT NAME:
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID:                                      SHORT NAME:
                 ADJUSTMENT DATES FROM 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



    F3=PRMT F4=MENU F5=MAIN                  F9=ALC F10=RO
```

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

```
SP180A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP180AO                        BOOK ENTRY ADJUSTMENT DETAIL INQUIRY           13:52:49
05/05/2000 T
REQUESTOR ID: 3429820                              SHORT NAME:  LAB
AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US DOE
ADJUSTMENT REFERENCE NUMBER:                       ADJSTMNT INITIATOR: E1DJJ0#
                                                      ADJSTMNT TOTAL:      $5,000.00
ADJUSTMENT REASON: DREW MONEY FROM WRONG ACCOUNT


ASAP SEQUENCE NUMBER: 05/04/2000 E1DJJ0#  000003
 RECIPIENT                                DECREASE AVAIL   INCREASE AVAIL ITM
  ID      ACCOUNT ID                      BAL. BY AMOUNT   BAL. BY AMOUNT  #
 3439833  F1R10001                        $5,000.00                        01
 3439833  F1R10002                                         $5,000.00  02



    F3=PRMT F4=MENU F5=MAIN                                          F11=LIST
```

TO EXIT: Press F5=Main Menu, then **Press F2=**Exit, Select **T**erminal, **D**isconnect.

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP010AO                                   MAIN MENU                          20:31:18
05/05/2000 T

                          <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

                       ASAP ID _________
ORGANIZATION ACCESS CODE _________                ENTER SELECTION NUMBER: 6

                                                        PRESS ENTER
   F2=EXIT
```

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

```
SP525A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP525AO                              REPORT REQUEST MENU                     20:32:52
05/05/2000 T

                    <1> ACCOUNT SETTLEMENT REPORT

                    <2> ACCOUNTS WITH END DATES REPORT

                    <3> DATA RETRIEVAL REPORT

                    <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                    <5> CASH MANAGEMENT REPORTS

                                                ENTER SELECTION NUMBER: 1
                                                      PRESS ENTER

        F2=EXIT                F5=MAIN
I0118  YOUR ORGANIZATION 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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/05/00
SP530AO                ACCOUNT SETTLEMENT REPORT                 15:14:42
05/05/2000 T

     ENTER:  AGENCY LOCATION CODE/REGION: 11000001  / __

      AND   RECIPIENT ID: 3439833

      AND   ACCOUNT ID:   F1R10001_______________

      AND   FROM  05 / 01 / 2000   TO   05 / 05 / 2000

       OR   ALL:  ___

      AND   FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 215 ) 516 - 8263

  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.                    Y

       F4=MENU F5=MAIN
```

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

```
SP530A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      03/10/00
SP530AO                ACCOUNT SETTLEMENT REPORT                 15:17:21
03/10/2000 T

     ENTER:  AGENCY LOCATION CODE/REGION: 11000001  / __

      AND   RECIPIENT ID: 3439833

      AND   ACCOUNT ID:   F1R10001_______________

      AND   FROM  05 / 01 / 2000   TO   05 / 05 / 2000

       OR   ALL:  ___

      AND   FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 215 ) 516 - 8263


       F4=MENU F5=MAIN
I0074  REPORT REQUESTED.  PRESS 'ENTER' OR A PFKEY TO CONTINUE.
```

Result: This is an example of the Account 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

                     FROM: 05/01/2000    TO: 05/05/2000
 SETTLEMENT/
 APPLIED DATE    TRANS      AUTHORIZATIONS         DRAWS/RP/BE            BALANCE

 05/01/2000      AT            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 REPORT * * * * * * * * * *
```

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**.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP525AO                    REPORT REQUEST MENU                       20:32:52
05/05/2000 T


                        ** ASAP IS IN TEST MODE **

              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <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
I0118  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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP520AO           ACCOUNT END DATE REPORT PROMPT SCREEN              HH:MM:SS
05/05/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 22000000/02

           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)   FAX NUMBER:_(123)456-7890


               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          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP520AO           ACCOUNT END DATE REPORT PROMPT SCREEN              HH:MM:SS
05/05/2000 T

           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   FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890


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.  Y



                       F4=MENU  F5=MAIN
```

Result: This is the report you requested.

```
RUN DATE: 05/05/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM:SPPQ936U
RUN TIME: 21:47:35        REPORT OF ACCOUNTS WITH END DATES              PAGE:   1
                             FROM 05/05/2000 TO 05/26/2000

 AGENCY LOCATION CODE/REGION: 22000000/02    SHORT NAME: US MONEY 2
 RECIPIENT ID: 0101111                       SHORT NAME: GRAY U

   GROUP ID    ACCT ID         ASAP ACCT DESC              END DATE        STATUS


               F2R10001        GRAND NUMBER 1              05/05/2000        S
               F2R10002        GRAND NUMBER 2              05/13/2000        O
               F2R10003        GRAND NUMBER 3              05/23/2000        O
               F2R10004        GRAND NUMBER 4              05/26/2000        O









                * * * * * * * * * * END OF REPORT * * * * * * * * * *
```

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**.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/05/00
SP010AO                          MAIN MENU                        20:25:40
05/05/2000 T

                    <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

              ASAP ID _________
ORGANIZATION ACCESS CODE _____                ENTER SELECTION NUMBER: 6
                                                     PRESS ENTER
  F2=EXIT
```

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

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/05/00
SP525AO                     REPORT REQUEST MENU                   20:36:46
05/05/2000 T

                    <1> ACCOUNT SETTLEMENT REPORT

                    <2> ACCOUNTS WITH END DATES REPORT

                    <3> DATA RETRIEVAL REPORT

                    <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                    <5> CASH MANAGEMENT REPORTS

                                      ENTER SELECTION NUMBER: 5
                                            PRESS ENTER

  F2=EXIT      F5=MAIN
```

STEP 3: Select one 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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP518AO                        CASH MANAGEMENT REPORTS                         15:30:09
05/05/2000 T

   ENTER:  AGENCY LOCATION CODE/REGION: 11000001 / __   (ENTER AN ALC OR
                                                          ALL FOR ALL ALCS)

   AND     RECIPIENT ID: 3439833    (ENTER A RECIPIENT ID OR
                              ALL FOR ALL RECIPIENTS)
   AND/OR CFDA: _____
   AND/OR ACCOUNT ID: F1R10003_____

   AND DATE RANGE FROM: 05 / 05 / 2000   TO:  05 / 05 / 2000

   AND FAX OR BULKDATA: F (F OR B)   FAX NUMBER: ( 215 ) 516 - 8263


         F4=MENU F5=MAIN
```

Result: This an example of the Cash Management Report.

```
RUN DATE: 05/05/2000              AUTOMATED STANDARD APPLICATION FOR PAYMENTS                PROGRAM:  SPPQ985U
RUN TIME: 15:30:12            AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT        PAGE:  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)

1234567890123456789099.9999999999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99,999,999,999.99- 999.9
F1R10003        10.564           15,120,555.78 1,100,254,555.23    223,456,235.45-       891,918,875.56     5.7

TOTALS:            99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-  99.9


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 99.999 999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99- 999.9
F1R10003        10.564       15,120,555.78   ,100,254,555.23       223,456,235.45-       891,918,875.56    5.7

TOTALS:          99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-  99.9

TOTAL ALC:

***************END OF REPORT***************
```

Notifications

NOTIFICATIONS

7.0 The **Notifications** function provides system generated messages to ASAP user organizations when certain key events occur. Unread Notification messages are retained for 25 business days. Read 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      AUTOMATED STANDARD APPLICATION FOR PAYMENTS                 05/05/00
SPASAP                          MAIN MENU                               14:14:29

                    <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

                    ASAP ID _______________
ORGANIZATION ACCESS CODE _______________        ENTER SELECTION NUMBER: _7_
                                                  PRESS ENTER
  F2=EXIT
```

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

```
SP265A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/05/00
SP265AO                       NOTIFICATION LIST                    14:15:34
05/05/2000 T

SELECT <S> TO READ                                   PAGE  1 OF  2

S  DATE/TIME SENT   SENDER ID  SENDER SHRT NAME   DATE/TIME READ   READ BY

S  05/03/2000 12:02   SYSTEM    ACCT REVW

_  05/03/2000 12:02   SYSTEM    ACCT REVW

_  05/03/2000 12:01   SYSTEM    ACCT REVW

_  05/03/2000 11:56   SYSTEM    MAX DRAW

_  05/03/2000 11:55   SYSTEM    MAX DRAW

_  05/03/2000 11:47   SYSTEM    ACCT DET

_  05/03/2000 11:47   SYSTEM    CHG ACCT
          F5=MAIN          F8=PGDN
```

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

```
SP270A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP270AO                                NOTIFICATION DETAIL                      14:19:46
05/05/2000 T

  1 OF   14 MESSAGES
DATE SENT:  05/03/2000    SENDER LOGON: SPPM054U   SENDER ASAP ID: SYSTEM
TIME SENT:  12:02:53                    SHORT NAME: ACCT REVW
MESSAGE ID: 00020
MESSAGE TEXT:

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 AGENCY.



                              F8=NEXT            F11=LIST
I0122  NOTIFICATION DISPLAYED.
```

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/05/00
SP265AO                                NOTIFICATION LIST                        14:23:47
05/05/2000 T

SELECT <S> TO READ                          PAGE   1 OF   2

S   DATE/TIME SENT   SENDER ID  SENDER SHRT NAME   DATE/TIME READ   READ BY

_  05/03/2000 12:02  SYSTEM     ACCT REVW        05/05/2000 14:19   E1DJJ0#

_  05/03/2000 12:02  SYSTEM     ACCT REVW        05/05/2000 14:22  E1DJJ0#

_  05/03/2000 12:01  SYSTEM     ACCT REVW        05/05/2000 14:22  E1DJJ0#

_  05/03/2000 11:56  SYSTEM     MAX DRAW         05/05/2000 14:23  E1DJJ0#

_  05/03/2000     11:55    SYSTEM         MAX DRAW

_  05/03/2000       11:47  SYSTEM         ACCT DET

_  05/03/2000       11:47  SYSTEM         CHG ACCT
                              F5=MAIN                                  F8=PGDN
```

TO EXIT: **Press F5=**Main, then **Press F2**=Exit, Select **T**erminal, **D**isconnect.

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 **Terminal** again, and then click **Close**.