

# ASAP SUPPLEMENT

for

## GLOBAL ACCOUNTS AND INTERSTATE AUTHORIZATION TRANSFERS (IAT)

February, 2000

# Foreword

This supplement is intended for users of the ASAP System that authorize and draw down funds from the Unemployment Trust Fund and the State Unemployment Insurance funds. The functions described in this supplement were implemented on July 31, 1999. Federal Agencies other than the Bureau of Public Debt may find that they have a use for Global Accounts. Questions regarding this Supplement may be directed to the appropriate servicing Regional Financial Center.

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## Introduction

This Supplement provides instructions for using Global Accounts and Interstate Authorization Transfers implemented on July 31, 1999. A brief description is provided below. For information on navigating within the system, and using system features, please continue to refer to the appropriate Users Guide.

### HOW TO READ THIS SUPPLEMENT:

Each section in this Supplement provides a description of the new function (What is it), defines which users will use the function (Who will use it), instructions on how to use the function (How to use it), and general information about the function (What to know about it). In all instructions, ASAP screen information and fields are shown in UPPERCASE type and data the user must enter is shown in Quotation marks. Selected screen prints are provided for reference.

### OVERVIEW OF FUNCTIONS:

**Global Accounts** have been developed for the Unemployment Trust Fund of the Bureau of Public Debt. Federal Agencies that have a flag set on their profiles can establish accounts that specify a global ID as the Requestor and Recipient ID. After the account is set up, the Federal Agency then defines what Requestors and Recipients can access the account. Global Accounts allow multiple Requestor/Recipient combinations to draw funds from a single account.

**Interstate Authorization Transfers** can only be used by states for which accounts have been set up by the Bureau of Public Debt, Agency Location Code 20555091 with an account ID of UI. Its purpose is to allow states to transfer their State Unemployment Insurance funds to another state for reimbursement of unemployed insurance benefits paid by one state to the originating state's residents. A state may only CREDIT another state - no debits are allowed.

## Global Accounts

### What is it:

The Global Account function allows Federal Agencies to designate multiple Requestor/Recipient combinations that can access an account.

### Who will use it:

Federal Agencies that have a flag set on their profiles that allows them to establish global accounts. Designated Payment Requestors will make draws from the accounts.

### How to use it:

#### **Create a Global Account**

1. Select FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU.
2. Select ACCOUNT FUNCTIONS MENU.
3. Select ACCOUNT PROFILE ENTRY.
4. Enter the information necessary to create a new account.
5. Enter 8888888 for the Recipient ID and Requestor ID to indicate it is a Global Account.
6. Press F6=REQ to enter the eligible requestors and recipients for the Global Account.
7. Enter <A>Add, or <D>Delete in the S field to enter or delete the Requestor IDs and Recipient IDs.
8. Enter one Requestor ID for the associated Recipient ID. Press F8=PGDN for more Requestor ID and Recipient ID fields.
9. Enter AP@ in the ACTION field to post the eligible Requestors and Recipients.

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SP068AB          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08 / 02 / 99
SPO68AB0          DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS          HH:MM:SS
08 / 02 / 1999

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:  US MONEY
ACCOUNT ID:  GLOBAL1_____

SELECT <A> TO ADD,  <D> TO DELETE
S      REQUESTOR      REQUESTOR      RECIPIENT      RECIPIENT
      ID              SHORT NAME      ID              SHORT NAME
a      1234567          1243657
a      2345678          2354768
-      _____
-      _____
-      _____
-      _____
-      _____
-      _____
-      _____
-      _____
-      _____
ACTION: P (P=POST, V=VALIDATE, E=ESCAPE, R=REFRESH)
                                           F8=PGDN
    
```

What to know about it:

- C A Federal Agency can also enter account details from the ACCOUNT FUNCTIONS MENU by selecting DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS.
  
- C A Notification message is automatically sent to Payment Requestors/Recipient Organizations advising that the Global Account was created and funds certified.
  
- C Only Federal Agencies can specify a Recipient Organization ID of 8888888 when requesting reports and inquiries on a Global Account. If a Payment Requestor or Recipient Organization requests reports and inquiries using their specific IDs, the current available balance is not displayed.

**How to use it:**

**Make a Payment Request against a Global Account**

1. Select PAYMENT REQUEST PROCESSING from the MAIN MENU.
2. Select TEMPLATE PAYMENT REQUEST PROMPT or MASTER PAYMENT REQUEST PROMPT.
3. Continue to enter the information necessary to process a payment request.
4. Global IDs (8888888) are not valid in either the Payment Requestor ID or Recipient Organization ID fields.

SP030B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08 / 02 / 2000
SP030BO	INDIVIDUAL PAYMENT REQUEST MASTER ENTRY		HH:MM:SS
08/02/1999			
	PAGE	1 OF	4
REQUESTOR ID: 0101234	SHORT NAME: GRAY U		
SETTLEMENT DATE: 08 / 03 / 1999		TYPE OF PAYMENT: I	
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY 1		
RECIPIENT ID: 01011111	SHORT NAME: GRAY U		
REQUESTOR REFERENCE NUMBER: 12345567	CASH ON HAND :	_____	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANCE	ITM
GLOBAL1	<b>25000</b> _____		
	REFERENCE NUMBER	12345567A _____	
F1R10001	_____	\$24,000,000.00	
	REFERENCE NUMBER	12345567 _____	
F1R10002	_____	\$25,100,000.00	
	REFERENCE NUMBER	12345567 _____	
F1R10003	_____	\$22,720,000.00	
	REFERENCE NUMBER	12345567 _____	
F1R10004	_____	\$47,085,000.00	
ACTION: <b>p</b> (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)			
F8=PGDN			

**What to know about it:**

- C Global accounts will not have an available balance displayed.
- C If a Payment Requestor or Recipient Organization requests reports and inquiries using their specific IDs, the current available balance is not displayed.

## Interstate Authorization Transfers

What is it:

Interstate Authorization Transfers permits one state to transfer funds from its state unemployment insurance account to another state's unemployment insurance account.

Who will use it:

Payment Requestors for the states will use this function to reimburse another state for payment of unemployed insurance benefits paid to the originating state's residents.

How to use it:

1. Select PAYMENT REQUEST PROCESSING from the MAIN MENU.
  2. Select INTERSTATE AUTHORIZATION TRANSFER PROMPT.
  3. Type an AUTHORIZATION TRANSFER REFERENCE NUMBER, a RECIPIENT ID and an AUTHORIZATION TRANSFER REASON in the appropriate fields and press ENTER. The INTERSTATE AUTHORIZATION TRANSFER screen will appear.
1. Type the TOTAL AMT TRANSFERED, and the AMOUNT you want to transfer to each state next to the appropriate state abbreviation.
  2. Enter "P" in the ACTION field to post the screen activity.

SPO36A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08 / 02 / 99
SPO36AO	INTERSTATE AUTHORIZAITON TRANSFER	HH:MM:SS
08 / 02 / 1999		
TRANSFER FROM:		PAGE 1 OF 1
AGENCY LOCATION CODE / REGION: 20555091 /		SHORT NAME: BPD-UTF
RECIPIENT ID: 1100307		SHORT NAME: STATE
ACCOUNT ID: UI		TRANSFER REF NUMBER:
1234_____		
TRANSFER REASON: RESIDENT OF STATE RECEIVING UNEMPLOYEMNT INSURANCE FROM RECEIVING STATE_____		
TOTAL AMT TRANSFERED: <b>200000</b> _____		TOTAL AMT ENTERED: \$0.00
ASAP SEQUENCE NUMBER:		
TRANSFER TO:		
STATE	AMOUNT	ITM
NH	<b>200000</b> _____	
NY	_____	
PA	_____	
VA	_____	
VT	_____	
ACTION: <b>P</b> (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)		

What to know about it:

- C Interstate Authorization Transfers can only be processed by states in accounts set up for them by the Unemployment Trust Fund of the Bureau of Public Debt. The Agency Location Code (ALC) is 2500307 and the Account ID must be UI.
  
- C A state can only credit another state. Debit transactions are not allowed.
  
- C UI accounts cannot be global accounts
  
- C If the UI account is also a control account, the Interstate Authorization Transfer will be at the account level.
  
- C The state receiving the transfer will receive a notification containing the date, amount and the state the transfer was from.
  
- C The authorization transfer reason and reference number are optional fields.

## Interstate Authorization Transfer Inquiry

What is it:

The Interstate Authorization Transfer Inquiry displays the adjustment information for a single Recipient Organization.

Who will use it:

Federal Agencies, Payment Requestors, and Recipient Organizations may make this inquiry.

How to use it:

1. Select INQUIRY MENU from the MAIN MENU.
2. Select INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT.
3. Type the RECIPIENT ID and TRANSFER DATE FROM and press ENTER.
4. The INTERSTATE AUTHORIZATION SUMMARY INQUIRY screen will appear.
5. Type "S" in the S (SELECT) field next to the transaction you want to view and press ENTER.
6. The INTERSTATE AUTHORIZAION DETAIL INQURIY screen will appear.

SP187A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08 / 02 / 99		
SP187AO	INTERSTATE AUTHORIZATION DETAIL INQUIRY	HH:MM:SS		
08 / 02 / 1999				
REQUESTOR ID: 1101234	SHORT NAME: STATE			
AGENCY LOCATION CODE / REGION: 20555091	SHORT NAME: BPD-UTF			
RECIPIENT ID: 1100307	SHORT NAME: STATE			
TRANSFER REFERENCE NUMBER: 1234	TRANSFER TOTAL:	\$ 200 , 000 . 00		
TRANSFER REASON: RESIDENT OF STATE RECEIVING UNEMPLOYMENT INSURANCE FROM RECEIVING STATE				
ASAP SEQUENCE NUMBER : 08/02/1999 E1QM240V 000001 TRANSFER INITIATOR: E1XXX0#				
RECIPIENT ID	ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	ITM #
1100307	UI	\$ 200 , 000 . 00		01
F3-PRMT F4=MENU F5=MAIN				F11=LIST

What to know about it:

- C The reference number is optional
  
- C The transfer date from is required. The transfer date to will default to the from date if it is not entered.

## **UTF End of Day Reports**

### What is it:

Three end of day reports have been developed to help UTF in managing the Unemployment Trust Fund accounts and the Unemployment Insurance accounts.

### Who will use it:

UTF will receive these reports by the report delivery method specified on the Agency Profile.

### **AGENCY INTERSTATE AUTHORIZATION TRANSFER REPORT**

The details of all the Interstate Authorization Transfers for the day will be recorded. Each transfer will be identified by the Payment Requestor and Recipient Organization IDs of the originator of the transfer.

### **TOTAL DRAWS BY ACCOUNT ID REPORT**

This report supplements the Agency Payment Report. The report shows the net draws (regular draws less negative draws), net book entries, and net classified returned payments made by all Payment Requestors from each UTF account each day. Authorizations and Interstate Authorization transfers will not be reflected on this report. The report shows all the UTF accounts regardless of whether there was activity. Columns with no activity will contain zeroes.

### **AGENCY SYNCHRONIZATION REPORT**

This report assists agencies with keeping their system's and the ASAP system's balances in synch. This report shows all accounts for the Agency, and each account's beginning balance for the day, total increases (including increase authorizations, negative draws, book entry credits, interstate authorization credits, classified returned payments) and total decreases (including decrease authorizations, payment requests, book entry debits, interstate authorization debits, and reclassified returned payments), and the account's ending balance for the day. The payments reflected on the report are shown on the payment's settlement date, and not the date the payment is requested. The report shows all accounts regardless of whether there was activity. Columns with no activity will contain zeroes.