Account Management Agent

AMA

Processor-Recipient
User Guide

Release 5.0
June 2002

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1.0   System Overview

The Account Management Agent (AMA) automated application supports the activities of the Federal Reserve Bank of Richmond's operations in providing Automated Standard Application for Payments (ASAP) account management services to the Food and Nutrition Services (FNS) for the EBT Food Stamp program. The AMA application interfaces closely with the ASAP application in an online, interactive manner.

The purpose of the AMA User Guide for Processors is to answer general questions on AMA and to provide detailed guidance to processors on how to perform transactions within the AMA application.

As part of fulfilling their objectives for Electronic Benefits Transfer (EBT), Food & Nutrition Service (FNS) has delegated responsibility to the Federal Reserve Bank of Richmond, acting in its capacity as Fiscal Agent of the United States, to perform as an Account Management Agent (AMA). The AMA's role in the electronic benefit transfer environment is primarily to monitor and control the Food Stamp Program's accounts in Automated Standard Application for Payments (ASAP) system. The AMA application has been developed by FRB Richmond to facilitate this process and to provide EBT Processors online capability to provide information critical in this process.

Online connections to AMA are provided to the EBT Processors for entry of benefit information and inquiry on this data. Processors should also have access to ASAP for payment requests. FNS has a policy, however, that prevents the same individual from having access to both systems, although that access is provided at the organization level.

Information on enrollment in ASAP and AMA is provided in the ASAP Handbook for Recipients, available from the Financial Management Service of the Department of Treasury, and the AMA Handbook for EBT Processors, available from the Federal Reserve Bank of Richmond, acting on behalf of the Food & Nutrition Service of the U.S.D.A.

1.1 Food & Nutrition Service Responsibilities

To authorize FRB Richmond to function on their behalf as Account Management Agent and to provide guidelines for AMA operations.

To provide guidelines to States and EBT Processors on AMA objectives and to define their role in the AMA process.

To insure that required resources are available in implementing the AMA project.

To provide authorized project profile information for establishment of AMA and ASAP accounts.

To provide support to FRB Richmond Operations in authorizing and processing exception items.

1.2 FRB Operations Responsibilities

To establish AMA projects and ASAP accounts in the respective applications.

To monitor reconciliation of ASAP payment requests to net retailer credits weekly and work with the EBT Processors to resolve discrepancies.

To keep FNS informed of problems and significant discrepancies in reconciliation.

To insure all manual and automated reports are produced correctly and on schedule.

To monitor total issuance against program funding limitation.

To provide support to EBT Processors and states with application and connection/access problems.

To perform exception item processing as authorized by FNS.

1.3   Processor Responsibilities

To update issuance/returned benefit data into AMA which is obtained from the state.
To provide information to assist in reconcilement of net retailer credit and payment requests.

1.4   State (Recipient Organization)

To approve/deny all issuances entered online.
To monitor project/account activity

1.5   Data Security Guidelines

The Federal Reserve Bank of Richmond considers information to be an important asset and has strict data security policies in place to insure that it is available only to those authorized. One of the primary ways that we keep information secure is through the use of logon IDs and passwords which identify who has access to which information and the type of access authorized.

Within AMA, authorized individuals at the EBT Processor offices and states can enter and/or inquire on issuance/returned benefits data for their AMA projects.

AMA users access the Account Management Agent application through a CQ or VAN connection and the Federal Reserve Bank of Richmond's IMS system. The FRB system requires the user to change his or her password **every 31 days,** and passwords are not allowed to be reused.   The VAN software also requires users to change passwords every 31 days. Passwords must be 8 characters in length and contain a combination of the following:

- Alphabetic (A-Z)
- Numeric (0-9)

To reset your password in IMS instead of waiting for it to expire, you may follow the steps below, beginning at the IMS screen:

- Key your user ID <Tab>
- Key your old password <Tab>
- Key your new password <Enter>
- Re-key your new password for validation

To protect yourself and to save on the cost of connection time, it is suggested that you do not leave your terminal logged on to AMA after your work is complete or while you are away from your terminal. **If your terminal remains idle for 15 minutes, IMS will require password reverification.** When this occurs, your screen will look no different; however, it will be locked and the message "Password Reverification Required" will appear at the bottom. Use the following steps to reverify your password:

1. Press the *clear* key (Check with local technical support to identify your keyboard configuration for this key.)

2. At the blank screen, key */for signon* to advance to the IMS logon screen

3. Beginning with Step #3 in Section 2.1, follow the steps for logging on to AMA

This will unlock your screen by logging you back onto AMA.

If, at any time, you make three consecutive unsuccessful attempts at entering your password, the Federal Reserve system will automatically suspend your logon ID. To have it reset, you must call your FMS Regional Finance Center (See Section 8.0).

A representative from FRB Richmond will call to let you know your logon ID and temporary password when it is initially assigned. Follow the procedures in section 2.1 to logon to AMA and, at the IMS logon screen, you will be prompted to change your temporary password to a permanent one. Please take special care in choosing your passwords and remember:

- Don't use words in the dictionary or obvious patterns such as name + current month.
- Try word transformations - easy for you to remember but difficult for others to guess. An example is "Mdi8!Old" which could stand for "my daughter is eight years old."
- Never write down your passwords.
- Don't let others watch you enter your password.
- Never share your passwords with anyone, including your manager or supervisor.
- If you share your PC or terminal, logoff when you leave.

Procedures for logging on for the first time are provided in section 2.0.

To establish new users or delete or change existing users, obtain and complete an *AMA Access Request Form*, including authorized signature, and return to your servicing FMS Regional Finance Center (RFC) for processing. If your organization is not enrolled in the Automated Standard Application for Payments (ASAP) application, an *ASAP Organization Enrollment and User ID Request Form* must also be completed. Forms can be obtained from your servicing RFC and should be received a minimum of two weeks prior to desired effective date.

The list of servicing RFCs is available in Section 8.0.

2.0   Accessing the System

- Processors' terminals are connected to the Federal Reserve mainframe system and, ultimately, to the AMA application through either a CQ for DOS or CQ for Windows configuration. CQ for DOS includes 1) hardware consisting of a Hardlock DES adaptor that plugs into the printer port for PCS running DOS, 2) 3270 emulation software that identifies the device to the Federal Reserve system by assigning a Node name, and 3) a modem for transmission. The CQ for Windows configuration does not include the Hardlock DES adaptor since the encryption function is contained in the 3270 emulation software. The CQ connection protects the integrity of messages between your PC and the host by scrambling (encrypting) the message which is translated once it reaches the proper destination.

- Recipient Organizations' terminals are connected to the Federal Reserve mainframe system and, ultimately, to the AMA application through a Value Added Network (VAN) provided by AT&T Global Network Services. A VAN connection requires the installation of Passport software and a modem for transmission. The VAN protects the integrity of messages through a combination of secure network and message scrambling (encryption).

- For further questions regarding your CHAT or VAN configuration, refer to your documentation provided by your servicing FMS Regional Finance Center.

2.1   How to Logon To AMA via CQ for DOS (Processors)

First exit all applications, including WINDOWS, before using the CQ software. Get to a C: prompt in DOS. At the C prompt, change the directory to CQ and press Enter.

C:\cd\cq

STEP 1: RESULT

The following screen will appear.

C:\CQ>

STEP 2: ACTION

Enter the dial command - **#dial** - and press Enter.

```
C:\CQ>#dial
```

STEP 2: RESULT

The following screen appears.
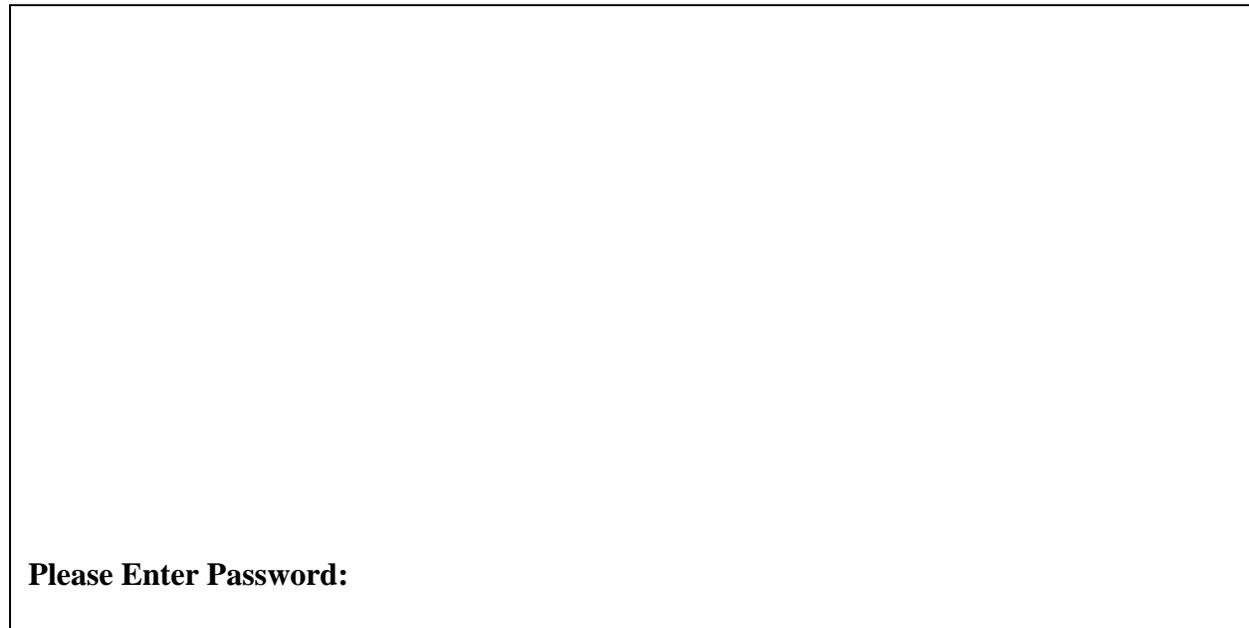
Please Enter Password:

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STEP 3: ACTION

Enter the runtime password that you selected during installation of CQ and press Enter. Remember that the password **IS** case sensitive - if the password was specified during the **chngpswd** process in lower case letters, it must be typed in lower case letters; if it was specified during the **chngpswd** process in upper case letters, it must be typed in upper case letters. For security purposes, the password is not displayed when it is typed.

```
Please Enter Password: XXXXXXXX
```

STEP 3: RESULT

The following screen appears. In the upper right hand corner, the status line will go through initializing the modem, dialing, connecting and exchanging IDs with the host.

```
CQ-3270 SNA Station Emulator w/DES   Release 3.4        (THE STATUS LINE IS HERE)

                 CQ-3270R SNA Station Emulator w/DES  Release 3.4
                            Serial Number 3270-04-1804031

            Copyright 1986-1995 by CQ Computer Communications Inc.
                       Tallahassee, FL --- All Rights Reserved

 ***************************************************************************
                         CQ Computer Communications Inc.
                               Tallahassee, Florida
                                  (904)562-4255


                         Company:  Federal Reserve System
                         User:    Federal Reserve Bank of Richmond
 ***************************************************************************
 Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Esc to stop dialing
```

STEP 4: ACTION

After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the production region of AMA.

USSSFR LU = E1L2NXXX (NODE NAME)

FRAS

This is a private network
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.

logon applid (p1uaimpx)

(The Status Line Appears here from this point on)

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STEP 4: RESULT

After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.

FRAS

IMS/ESA

5.1

08/02/00   PP14 IMCV DIT IMS   08:57:46

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

DFS2002 08:57:46 TERMINAL CONNECTED TO IMS   P1UAIMPX

STEP 5: ACTION

Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in a new password. During subsequent logons, you will use the password that you selected. Passwords expire every 31 days.

<div style="border:1px solid">

FRAS

IMS/ESA
5.1

08/02/00   PP14 IMPX DIT IMS   08:57:46

ENTER: USERID ==========> e1xxx01
PASSWORD ========> xxxxxxxx
NEW PASSWORD =====> xxxxxxxx
(IF DESIRED)

DFS2002 08:57:46 TERMINAL CONNECTED TO IMS   P1UAIMCV

</div>

STEP 5: RESULT

The following screen is displayed.

```
         TIME:  08:59:29          DATE:   08/02/00

              F O R M A T   R E Q U E S T
              _____

         ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                   FORMAT ===>
```

DFSO58I 08:59:29 SIGN COMMAND COMPLETED

STEP 6: ACTION

Type **ama** and press **Enter.**

```
        TIME:  08:59:29          DATE:    08/02/00


           F O R M A T   R E Q U E S T
        _____

        ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                FORMAT ===> ama




 DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: RESULT

The AMA Welcome screen will be displayed.

```
TH020A                  EBT ACCOUNT MANAGEMENT AGENT               06/02/99
 THPM020U                                                          07:57:56


     W    W   EEEEE  LL       CCCC   OOO    MMMMM   EEEEE       TTTTT   OOO
     W    W   EE     LL      CC     OOOOO   M M M   EE          TTTTT   OOOOO
     W W  W   EEEE   LL      CC     O   O   M M M   EEEE          T     O   O
     WW  WW   EE     LL      CC     OOOOO   M M M   EE             T     OOOOO
     WW  WW   EEEEE  LLLLL    CCCC   OOO    M M M   EEEEE          T     OOO


                  AAAAAA       MM     MM       AAAAAA
                 AA    AA     MMM     MMM      AA    AA
                AAA    AAA    MMMM   MMMM     AAA    AAA
                AAAAAAAAAA    MM MMMM MM      AAAAAAAAAA
                AAAAAAAAAA    MM  MM  MM      AAAAAAAAAA
                AAA    AAA    MM      MM      AAA    AAA
                AAA    AAA    MM      MM      AAA    AAA

                  *** DEPRESS <ENTER> TO CONTINUE ***


 F2=EXIT

```

STEP 7: ACTION

Press the <Enter> key to reach the AMA Main Menu. (AMA Main Menu is illustrated in
Section 3.0.)

2.2   How to logon to AMA via CQ for Windows (Processors)

STEP 1: ACTION

From the Start, select Programs and double click on CQ Communications 5.0

Programs
<u>D</u>ocuments
<u>S</u>ettings
<u>F</u>ind
<u>H</u>elp
<u>R</u>un
Sh<u>u</u>t Down

Start up
Command Prompt
CQ Communications 5.0
Window NT Explorer
xxxxxxx
xxxxxxx
xxxxxxx
xxxxxxx
xxxxxxx
xxxxxxx
xxxxxxx

Start

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STEP 1: RESULT

The CQ WIN screen will appear.
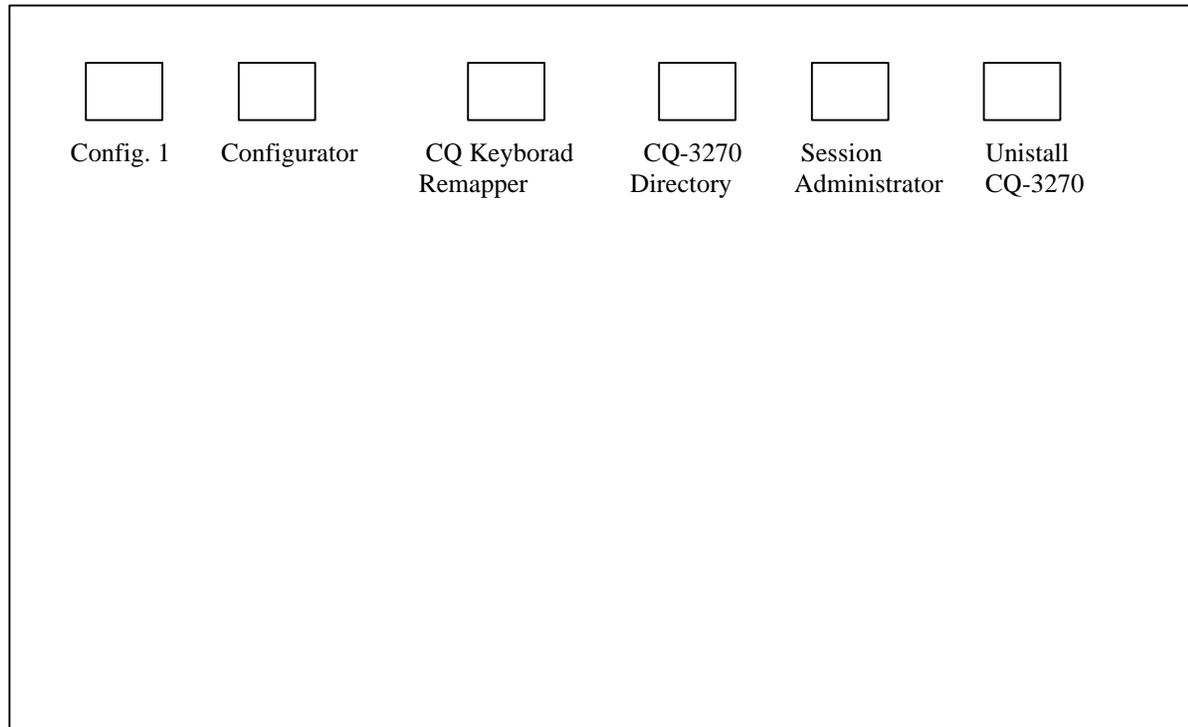
Config. 1	Configurator	CQ Keyborad Remapper	CQ-3270 Directory	Session Administrator	Unistall CQ-3270

STEP 2: ACTION

Click on the Session Administrator icon or the Config.1 icon.
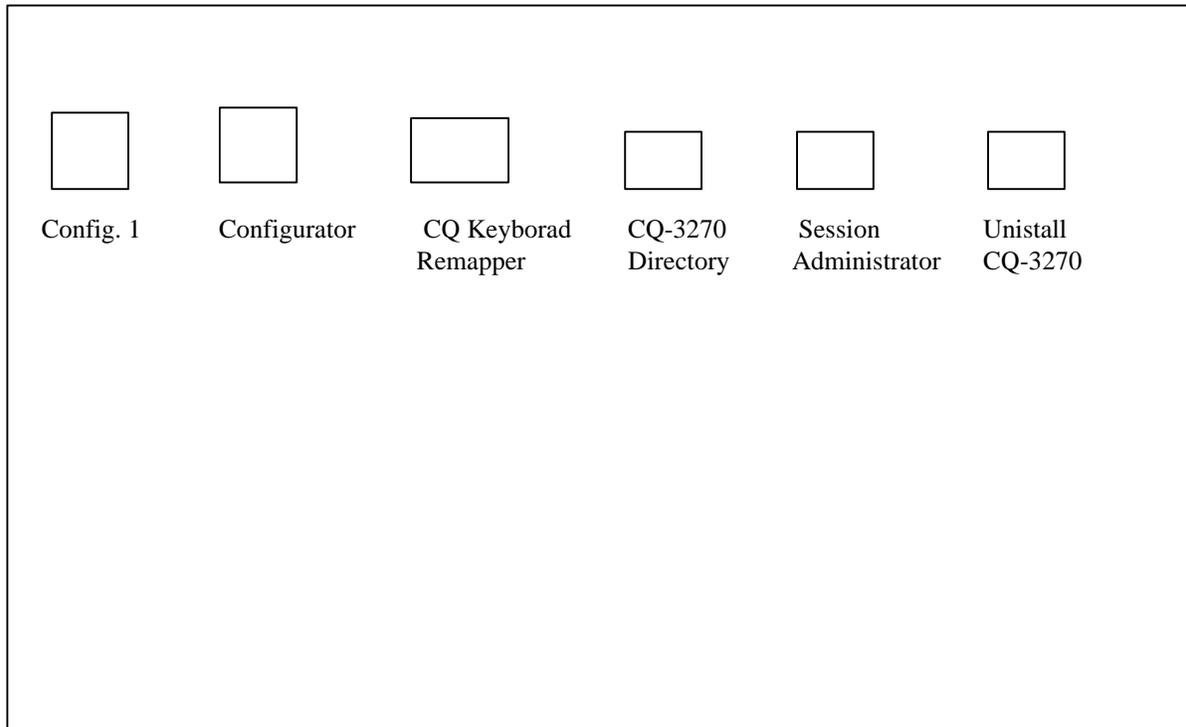
| Config. 1 | Configurator | CQ Keyborad Remapper | CQ-3270 Directory | Session Administrator | Unistall CQ-3270 |

STEP 2: RESULT

You will get the CQ Communications - Config1. (The CQ logo appears in front of the password box and you can click on it to get rid of it or it will go away on its own).
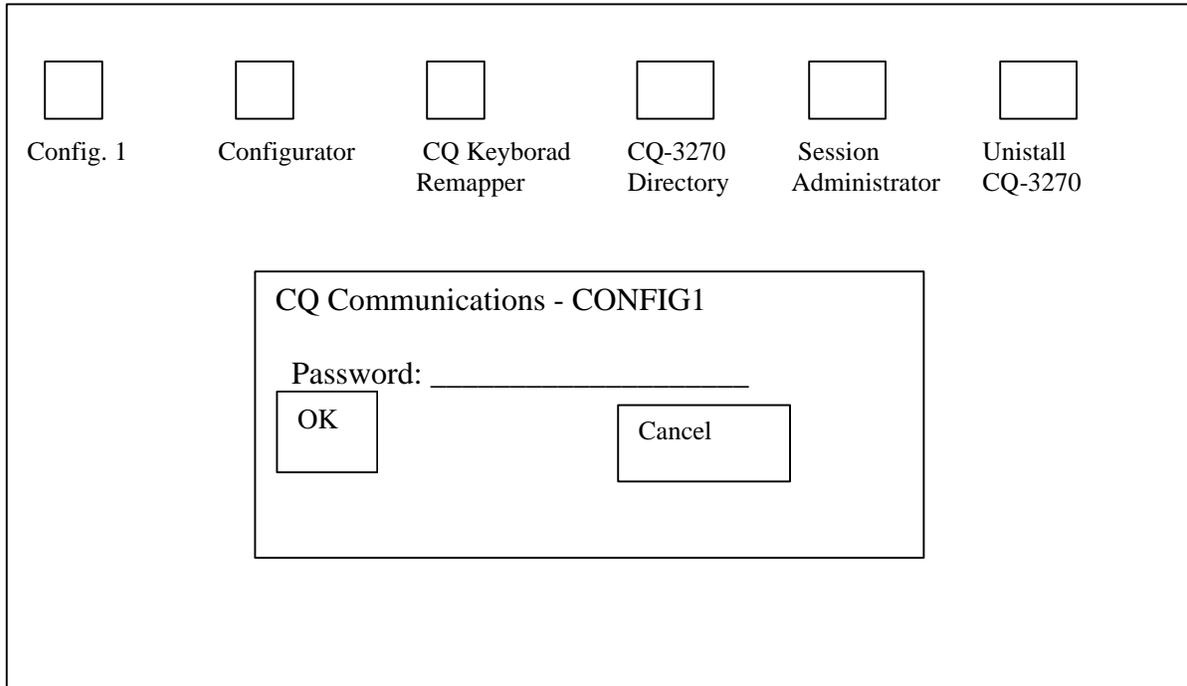
| Config. 1 | Configurator | CQ Keyborad Remapper | CQ-3270 Directory | Session Administrator | Unistall CQ-3270 |

CQ Communications - CONFIG1

Password: _____

| OK | | Cancel |

STEP 3: ACTION

Enter your Runtime Password (case sensitive) that was selected during the installation of CQ for Windows and click OK.

☐	☐	☐	☐	☐	☐
Config. 1	Configurator	CQ Keyborad Remapper	CQ-3270 Directory	Session Administrator	Unistall CQ-3270

CQ Communications - CONFIG1

Password: Xxxxxxxx_____

OK   **Cancel**

STEP 3: RESULT

Two CQ sessions screens will open up. If the first screen displays the node name E9xxxx and ends with a "P", close this screen. Make sure you make your connection from the node ending in "V".

```
E9xxxxV - LOCAL



```

STEP 4: ACTION

After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the production region of AMA.

USSSFR LU = E9BXXXXV (NODE NAME)

FRAS

This is a private network
for authorized uses by
authorized users only.

Unauthorized access attempts are
subject to legal prosecution.

logon applid (p1uaimpx)

(The Status Line Appears here from this point on)

STEP 4: RESULT

After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.

FRAS

IMS/ESA
5.1

08/02/00   PP14 IMPX DIT IMS   08:57:46

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

DFS2002 08:57:46 TERMINAL CONNECTED TO IMS   P1UAIMPX

STEP 5: ACTION

Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in a new password. During subsequent logons, you will use the password that you selected. Passwords expire every 31 days.

FRAS

IMS/ESA
5.1

08/02/00   PP14 IMPX DIT IMS   08:57:46

ENTER: USERID ==========> e1xxx01
PASSWORD ========> xxxxxxxx
NEW PASSWORD =====> xxxxxxxx
(IF DESIRED)

DFS2002 08:57:46 TERMINAL CONNECTED TO IMS   P1UAIMPX

STEP 5: RESULT

The following screen is displayed.

```
        TIME:  08:59:29          DATE:   08/02/00

              F O R M A T   R E Q U E S T
              _____

        ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                    FORMAT ===>
```
```
DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: ACTION

Type **ama** and press **Enter.**

```
        TIME:   08:59:29          DATE:    08/02/00

              F O R M A T   R E Q U E S T
              _____

        ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                    FORMAT ===> ama
```
```
DFSO58I 08:59:29 SIGN COMMAND COMPLETED
```

STEP 6: RESULT

The AMA Welcome screen will be displayed.

```
TH020A                     EBT ACCOUNT MANAGEMENT AGENT                06/02/99
 THPM020U                                                             07:57:56


    W   W  EEEEE  LL       CCCC   OOO   MMMMM  EEEEE      TTTTT   OOO
    W   W  EE     LL       CC     OOOOO M M M  EE         TTTTT   OOOOO
    W W W  EEEE   LL       CC     O   O M M M  EEEE         T     O   O
    WW WW  EE     LL       CC     OOOOO M M M  EE           T     OOOOO
    WW WW  EEEEE  LLLLL    CCCC   OOO   M M M  EEEEE         T      OOO


             AAAAAA     MM      MM     AAAAAA
            AA    AA    MMM    MMM    AA    AA
            AAA   AAA   MMMM  MMMM    AAA   AAA
            AAAAAAAAAA  MM MMMM MM    AAAAAAAAAA
            AAAAAAAAAA  MM  MM  MM    AAAAAAAAAA
            AAA   AAA   MM      MM    AAA   AAA
            AAA   AAA   MM      MM    AAA   AAA

                   *** DEPRESS <ENTER> TO CONTINUE ***


 F2=EXIT
```
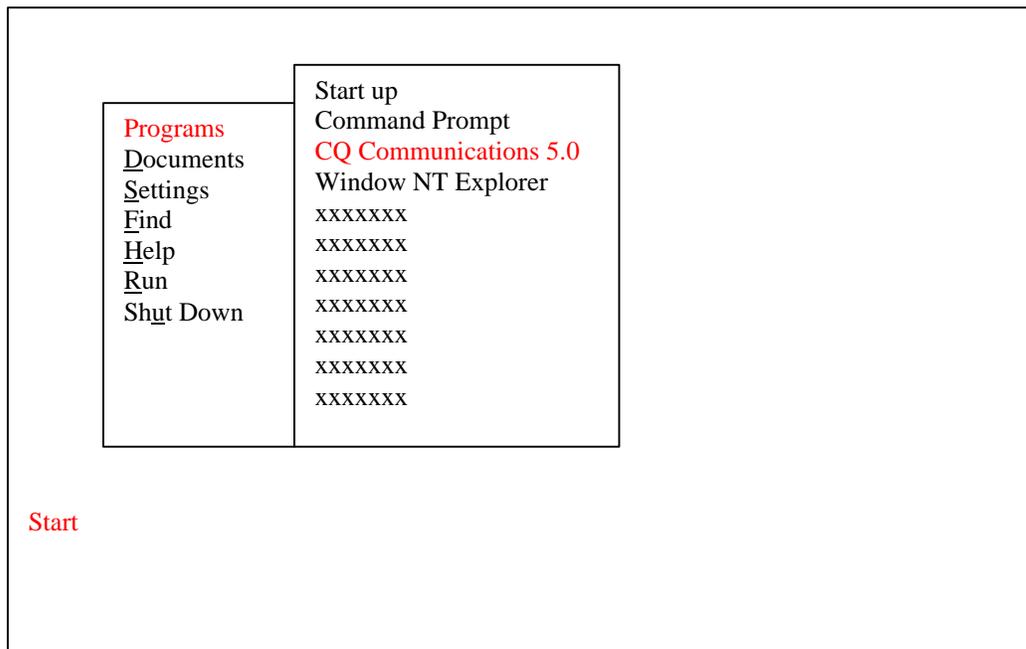
STEP 7: ACTION

Press the <Enter> key to reach the AMA Main Menu. (AMA Main Menu is illustrated in Section 3.0.)

2.3   How to logon to AMA via VAN (Recipient Organization)

To logon to the AMA application, follow the steps below:

1.   Connect to the IBM Global Network (this may change to AT&T Global Network)

- Double click on the Passport Async icon within the Passport groupClick on Terminal when the Passport A window opens and click on Connect
- The modem will dial and connect and the IBM Global Network screen will be displayed

Screen Example:


```
─  ─                        Passport - A                       ▼ ▲
Terminal  Edit  Windows  Functions  Setup  Help
SUM0201P
SYSTEM: IBM0SM04                                    DATE: 97/04/16
TERMID: IBMXDTNK                                    TIME: 09:02:23
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
--------------------------------------------------------------------

       W E L C O M E   T O   T H E   I B M   G L O B A L   N E T W O R K

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


                            Provided by Advantis in the U.S.
--------------------------------------------------------------------
ACCOUNT... _____  USERID... _____  PASSWORD...
Enter desired product or service, or press the HELP key <PF1> for assistance.

===>
4B█                                            a:Connected Port A104+
```

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2. Go to the Product Selection screen

- On the IBM Global Network screen, type *tres* in the Account field.
- Type your User ID and password in the appropriate fields and press <Enter>.
- The Product Selection screen will be displayed.

Screen Example:

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▪                            Passport - A                        ▼ ▲      │
├─────────────────────────────────────────────────────────────────────────┤
│ Terminal  Edit  Windows  Functions  Setup  Help                          │
│ SUM0401P            IBM INFORMATION NETWORK PRODUCT SELECTION    Page    1 │
│ SYSTEM:  IBM0SM02                                        DATE: 97/04/16    │
│ TERMID:  IBMXD9P3                                        TIME: 09:06:02    │
│ CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222                  │
│                                                                           │
│                                                                           │
│           PRODUCT          DESCRIPTION         ENTER "NOTIFY" OR CALL      │
│        1  ASAPTEST      ASAP TEST              800-727-2222                │
│        2  ASAPPROD      ASAP PRODUCTION        800-727-2222                │
│                                                                           │
│        3  AMATEST       AMA TEST               800-727-2222                │
│        4  AMAPROD       AMA PRODUCTION         800-727-2222                │
│                                                                           │
│                                                                           │
│                                                                           │
│ Enter selection or press the END key before leaving this terminal unattended. │
│                                                                           │
│ F1=HELP F3=END F5=SERVICES                                                │
│ The password has been successfully changed.                              │
│                                                                           │
│ ===>                                                                      │
│ 4B▪                                           a:Connected Port A162+      │
└─────────────────────────────────────────────────────────────────────────┘
```

3. Go to the IMS Logon screen

- To go to AMA production, type the number of the option for AMA prod and press <Enter>
- To go to AMA test, type the number of the option for AMA test and press <Enter>
- The IMS logon screen will be displayed.

Screen Example:

```
─                              Passport - A                              ▼ ▲
Terminal   Edit   Windows   Functions   Setup   Help
─────────────────────────────────────────────────────────────────────────
              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  AAAAAAAAAA    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

          04/16/97    PP16 IMPR PROD IMS     09:07:09

              ENTER:   USERID =========>  _
                       PASSWORD ========>
                       NEW PASSWORD ====>
                       <IF DESIRED>

  4B▮                                      a:Connected Port A162+
```

4. Proceed with Step # 3 in "How to Logon to AMA via CHAT"

2.4   How to logoff AMA (Processor & Recipient Organization)

1.   Return the AMA Main Menu and press F2 to exit AMA.

2.   This will return you to the FRAS screen.

3.   Press <ESC> twice and select Option 6 to disconnect from the Federal Reserve National Dial Center. Confirm this action with a "Y".

NOTE: Check with local technical support to identify your keyboard configuration for this key.

3.0   AMA Main Menu

The purpose of the Main Menu is to provide a starting point from which the processor and FRB Operations can perform inquiries and transactions. Once the operator has signed on to AMA (see "How to Logon to AMA," Section 2.1), the Main Menu is displayed.

Screen Example:

```
 TH025A                  EBT ACCOUNT MANAGEMENT AGENT              11/29/2000
 THPM025N                       AMA MAIN MENU                       12:00:01




                        <1>   PROCESSOR UPDATE MENU

                        <2>   FRB OPERATIONS MENU

                        <3>   AMA INQUIRY MENU

                        <4>   CBAF MENU

                        <5>   AMA APPROVAL MENU

                        <6> REPORT REQUEST MENU


                                          SELECTION: __



 F2=EXIT
 I1000   ENTER SELECTION, THEN DEPRESS ENTER TO CONTINUE
```

Screen Selection:

>   As a **Processor**, for access to Processor Update transactions, select <1> Processor Update Menu and press the <Enter> key.

>   As a **Processor or Recipient Organization**, for access to AMA Inquiry functions, select <3> AMA Inquiry Menu or for access to Report Requests, select <6> Report Request Menu and press the <Enter> key.

>   As an **Approver** for access to AMA Approval Functions, select <5> AMA Approval Menu or for access to Report Requests, select <6> Report Request Menu and press the <Enter>   key.

4.0   Processor Update Menu

The purpose of the Processor Update Menu is to provide the operator access to processor inquiries and transactions.

Screen Example:

```
TH035A                    EBT ACCOUNT MANAGEMENT AGENT                12/01/2000
 THPM035N                      AMA PROCESSOR MENU                       13:22:20


          <1>  ISSUANCES/RETURNED BENEFITS ENTRY
          <2>  ISSUANCES/RETURNED BENEFITS/REVERSALS INQUIRY
          <3>  REVERSAL OF ISSUANCES/RETURNED BENEFITS ENTRY
          <4>  NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY
          <5>  NET RETAILER CREDIT DETAIL INQUIRY
          <6>  PAYMENT DETAIL INQUIRY
          <7>  VARIANCE CORRECTION INQUIRY
          <8>  HELD ISSUANCE SUMMARY INQUIRY
          <9>  HELD ISSUANCE DETAIL INQUIRY
          <10> ISSUANCE APPROVAL SUMMARY INQUIRY
          <11> ISSUANCE APPROVAL DETAIL MAINTENANCE/INQUIRY




                                                SELECTION: __



 F5=MAIN
 I1000  ENTER SELECTION, THEN DEPRESS ENTER TO CONTINUE
```

Functional Steps

> 1.   Type the appropriate option number in the selection field and press the <Enter> key.

System Response:

> Once you press <Enter> the AMA system will display the appropriate screen for the menu item selected.

4.1   Issuance/Returned Benefits Entry

At regular intervals the Processor receives benefit data from the State managing the EBT project.
This data is either a new issuance or returned benefits and is submitted for most project/accounts
in a batch file. The Issuances/Returned Benefits Entry screen provides a backup means for
entering this data into AMA.

Screen Example:

```
TH105A                 EBT ACCOUNT MANAGEMENT AGENT               01/08/2001
 THPM105U              ISSUANCE/RETURNED BENEFITS ENTRY           07:57:10


EFFECTIVE DATE:    __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 ____ 9S6008_____    SEQ #: ___
==============================================================================
                             AMOUNT
ISSUANCE:                  _____  (+)
ISSUANCE OTHER:            _____  (+)
RETURN COUPON:             _____  (-)
RETURN EXPUNGEMENT:        _____  (-)
RETURN OTHER:              _____  (-)

= NET BENEFIT CHANGE AMOUNT: _____


RESUBMIT:_(Y/N)     ORIG TRANS DT:__/__/____   ORIG TRANS SEQ #: __


==============================================================================
NAVIGATE TO:    _ ISS/REV INQ    _ ISS/RET/REV APPROVAL INQ
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Effective Date   The date on which the project benefit summary is effective. The
                                  date may not be earlier than the first of the prior month or greater
                                  than 30 days into the future. Effective date is the date that funds
                                  are available.

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Seq #	The sequence number of that transmission for that day, which is automatically assigned by AMA. Sequence number is reset to begin at "1" each business day.
Issuance	The amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.
Issuance Other	Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.
Return Coupon	The amount of benefits returned to the EBT program and reissued as paper coupons.
Return Expungement	The amount of benefits removed from recipient accounts when expunged for inactivity.
Return Other	Any other benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.
Net Benefit Change Amount	The net figure in this field is automatically calculated by AMA.
Resubmit	Y to indicate resubmission of a denied issuance or N is the default if not resubmitting.
Orig Trans Dt	Date of the original issuance (only applicable if Resubmit = Y)
Orig Trans Seq #	Sequence number of the original issuance (only applicable if Resubmit = Y)

Functional Steps:

      1.   Type effective date and press <Tab>

      2.   Type Project/Account number and press <Enter>

      3.   Type amounts where applicable and press <Enter>

      If resubmitting a prior denied issuance,

      4.   Type Y in Resubmit field and enter original issuance transaction date and sequence number (available from Issuance Approval Summary Inquiry screen) and press <Enter>

System Response:

Once you press <Enter>, the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted. You may correct data as desired and press <Enter> again.

Once your data passes all edits, you will receive a confirmation message.
Press F10 - to cancel action or make changes
Press F11 - to accept

PLEASE NOTE:

- All online issuances must be approved by the state before the available balance is updated. To determine approval status, inquire via the APPROVAL SUMMARY INQUIRY option. At the time the issuance is approved in AMA, the amount is applied to the corresponding account in ASAP as an authorization (if the effective date is equal to or earlier than the current date, otherwise, it applied on the future effective date). At that time a payment can be requested on these funds.

- Issuances entered online will remain in pending status indefinitely until approved or denied by the state. If you need timely access to the funds it is recommended that you notify the state approver as soon as possible.

- The Processor will not receive a notification from AMA when the status of an online issuance has changed. Status can be viewed via the APPROVAL SUMMARY INQ and APPROVAL DETAIL MAINT/INQ screens.

- Unapproved issuances are not displayed on the ISSUANCES/ RETURNED BENEFITS/REVERSALS INQ screen.

- If upon approval, an Issuance/Returned Benefit Entry does not pass the program funding limitation amount, the processor will receive a system message stating Program Funding currently unavailable. At approval, issuance will be held.

- FNS requires that the Processor designate when an unapproved issuance is being resubmitted for another approval by designating "Y" in the RESUBMIT field and identifying the original transaction date and sequence number.

- A denied issuance can only be resubmitted once. If a resubmitted issuance is denied, it can be resubmitted again, however, the second resubmission should be tied to the second denied issuance.

- At any time the user can go to an inquiry screen from an entry screen by designating the navigational data (if applicable) and pressing F9.

- If a processor is unable to enter issuance data due to connection or other problems, FRB Operations can do so on their behalf, if authorized. (The Processor must supply signature samples of authorized individuals prior to the account becoming active in AMA.) If FRB Operations enters an Issuance on your behalf due to problems, when the problem is corrected do not duplicate the Issuance.

- If your screen or keyboard lock up, press your reset key. Check with local technical support to identify your keyboard configuration for this key.

- The F6 key refreshes the screen so that new data can be added without going back to the previous menu.

4.2 Issuance/Returned Benefits/Reversals Inquiry

At regular intervals the Processor receives benefit data from the State managing the EBT project. This data is either new Issuance or Returned Benefits. The Issuances/Returned Benefits Reversals Inquiry provides the means to obtain information on existing Issuance & Returned Benefits as well as reversals which have been previously entered into AMA.

Screen Example:

```
TH320A              EBT ACCOUNT MANAGEMENT AGENT              06/02/1999
 THPM320U     ISSUANCE/RETURNED BENEFITS/REVERSALS INQUIRY    08:29:28


BEGIN TRANSACTION DATE: __ / __ / ____   BEGIN EFFECTIVE DATE: __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008_____
===============================================================================
      TRAN          EFF       SEQ    TRAN
 *    DATE          DATE      NUM    TYPE                    AMOUNT




                             MORE:
===============================================================================
REVERSAL   REVERSAL  REV  ORG TRAN  ORG ORG TRAN   ORG  AMOUNT
 *  DATE     EFF DATE SEQ#   DATE    SEQ#  TYPE       REVERSED


                             MORE:
===============================================================================
NAVIGATE TO:    _ ISS/RET BENEFITS ENTRY   _ REVERSAL ENTRY
F4=MENU   F5=MAIN   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Begin Transaction Date	Date in which Issuance or Returned Benefits was entered into AMA. If Begin Transaction Date is entered, data will be sorted by Transaction Date.
Begin Effective Date	Date in which Issuance or Returned Benefit is effective. If Begin Effective Date is entered, data will be sorted by Effective Date.

Project/Account
Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

*
Selection field for more detailed information for a specific transaction.

Tran Date
The date when an issuance was entered into the system

Eff Date
The date when an issuance updated the ASAP available balance (if equal to or greater than the approval date. If earlier than the approval date, the balance is updated on the approval date).

Seq Num
The order in which a specific issuance was processed on a given transaction date

Tran Type
The five transaction types are:
RE   Return Expungement
RO   Return Other
IS   Issuance
RC   Return coupon
IO   Issuance other

Amount
The amount of the transaction

*
Indicator on which to position the cursor to scroll to additional information.

Reversal Date
The date a reversal was entered into the system.

Reversal Eff Date
The effective date of the original issuance.

Rev Seq #
The order in which a specific reversal was processed on a given reversal date

Org Tran Date
The date the reversal was originally entered into the system as an issuance

Org Seq # The order in which the reversal was originally entered into the system as on issuance on a given transaction date

Org Tran Type The five transaction types are:
RE Return Expungement
RO Return Other
IS Issuance
RC Return coupon
IO Issuance other

Org Amount Reversed Amount of reversal (same as original transaction)

Functional Steps:

1. Type either Beginning Transaction Date or Beginning Effective Date and press <Tab>

2. Type Project/Account number and press <Enter>

System Response:

Once you press <Enter>, the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted. You may correct data as desired and press <Enter> again.

Once the data entered passes all edits, data requested is displayed in descending order, beginning with dates that are not greater than the transaction date or effective date requested.

If nothing occurs on date specified, the system will default to the most recent date a transaction occurred.

Functional Steps:

To navigate to new issuance or returned benefit entry screen, or to reverse a transaction, follow the steps below:

3. Tab to the desired transaction and type an "S".

4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

If you select the Issuance/Returned Benefits screen you will get a refreshed Issuance/Returned Benefits screen for the Project Account.

If you select the Reversal Entry screen, the system will display original transaction data. You may make a reversal entry on the desired transaction.

PLEASE NOTE:

- An unapproved online issuance or reversal is not displayed on this screen.

- A "Navigate To" option must be selected prior to pressing F9.

- If your screen or keyboard lock up, press your reset key. Check with local technical support to identify your keyboard configuration for this key.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up. Because this is a split screen, additional data may be available in one section but not in another. The plus sign (+) refers to the portion of the screen in which the cursor is located.

- Online issuances and reversals in unapproved (U) or held (H) status are not included in this listing. They appear on the APPROVAL SUMMARY INQ screen.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

4.3 Reversal of Issuance/Returned Benefits Entry

This screen allows the reversal of Issuances and Returned Benefits to correct erroneous previous entries. To correct an amount entered previously, the user must reverse out the incorrect entry in its entirety and then enter the correct amount on the Issuance/Returned Benefit Entry screen.

Screen Example:

```
TH110A                  EBT ACCOUNT MANAGEMENT AGENT              06/02/1999
 THPM110U        REVERSAL OF ISSUANCE/RETURNED BENEFITS ENTRY      08:34:02

REVERSAL EFFECTIVE DATE: __ / __ / ____  ORIGIN TRANSACTION DATE: __ / __ / ____
REVERSAL SEQ NUM:        ___             ORIGIN EFFECTIVE DATE:   __ / __ / ____
                                         ORIGIN SEQ NUM: ___

PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____ 9S6008_____
==============================================================================

                         AMOUNT                 REVERSE TRANSACTION?
ISSUANCE:            _____  (-)          _
ISSUANCE OTHER:     _____  (-)          _
RETURN COUPON:      _____  (+)          _
RETURN EXPUNGEMENT: _____  (+)          _
RETURN OTHER:       _____  (+)          _

              = REVERSED NET BENEFIT CHANGE AMOUNT: _____



==============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=INQ
I1028  ENTER KEY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Reversal Effective Date   The effective date of the original issuance.

Reversal Seq Num   The order in which a specific reversal was processed on a given
                            effective date

Origin Transaction Date   The date the issuance or reversal was originally entered into the
                            system

Origin Effective Date   The date the issuance or reversal was originally made effective

Origin Seq Num   The sequence number of that transmission for that day. Automatically assigned by AMA

Project/Account   Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated.
3. Program year code (not modifiable)
4. Letter of credit code

Issuance   The amount of state authorized benefits to be put into the ASAP recipient account, entered by date of benefit availability

Issuance Other   Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance

Return Coupon   The amount of benefits returned to the EBT program and reissued as paper coupons

Return Expungement   The amount of benefits removed from recipient accounts when expunged for inactivity

Return Other   Any other benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient

Reverse Transaction?   Type a Y beside the transaction amount to be reversed

Reversed Net Benefit   The net figure in this field is automatically calculated
Change Amount   by AMA

*Functional Steps***:**

      1.   Type the original transaction date.

      2.   Type the original sequence number.

      3.   Type the project/account number and press <Enter>

System Response:

The system will display the transaction requested.

      4.   Tab down to the Reverse Transaction? field and type "Y" beside the transaction to be reversed and press <Enter>

      5.   Press F11 to add reversal data or F10 to cancel.

System Change:

The system will reverse the transaction selected and display the Reversed Net Benefit Change Amount.

PLEASE NOTE:

- The F6 key refreshes the screen so that new data can be added without going back to the previous menu.

- The F9 key allows the user to display the Issuance/Returned Benefits/Reversals Inquiry screen.

- If issuances exceed program funding limitation amount a system message stating program funding currently unavailable. At approval, reversal will be held.

4.4 Net Retailer Credit/Payment Reconciliation Inquiry

This screen displays the Net Retailer Credit/Payment Reconciliation information based on the NRC data originated by the processor transmitted by the FNS Minneapolis Computer Service Center and the corresponding payment data from ASAP.

Screen Example:

```
 TH400A                   EBT ACCOUNT MANAGEMENT AGENT              06/02/1999
 THPM400U    NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY      08:43:18

 PROJECT/ACCOUNT:  12350001 / 09 _____ 0080 ____ 9S6008        PGMCD: FSP
 BEGIN RECON DATE: __ / __ / ____
=============================================================================
 S  NRC DATE            NRC AMT    DTL         DLY VAR            CUM VAR
    PMT DATE            PMT AMT    IND




 NAVIGATE TO:  _ NRC DET INQ  _ PYMT DET INQ  _ VAR CORR ENTRY
               _ VAR CORR DET INQ                                  MORE:
=============================================================================
 F4=MENU   F5=MAIN   F9=NAVG
 I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account	Consists of: 1. Agency Location Code (ALC) Region Code (not modifiable) 2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated 3. Program year code (not modifiable) 4. Letter of credit code
Pgm Code	Food Stamp Program (FSP); (not modifiable)
Begin Recon Date	The beginning date by which to list the transactions in ascending order

S   Selection field for more detailed information for a specific transaction

NRC Date   Dates of the Net Retailer Credit data listed in ascending order

NRC Amt   Total Net Retailer Credit amount corresponding to the NRC date

Pmt Date   The payment request dates matched with the Net Retailer Credit in the transaction set

Pmt Amt   Total payment amount corresponding to payment request dates

Dtl Ind   An * in this field indicates that there are multiple transactions included in either the NRC or the payment amount, including NRC or payment comments for that reconciliation date.

Dly Var   Amount of any daily variance (difference between NRC and payment amount in the transaction set - negative amount results if NRC is greater than payment; positive amount if NRC is greater than payment)

Cum Var   Net amount of daily variances

Functional Steps to display Reconciliation data:

    1.   Type Project/Account

    2.   Type Begin Recon Date and press <Enter>

System Response:

    The system will display the requested data.

Functional Steps to navigate to NRC Detail Inquiry, Payment Detail Inquiry, or Variance Correction Detail Inquiry:

    3.   Tab to the desired transaction set and type an "S".

    4.   Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

If you select the NRC Detail Inquiry, the system will display NRC details for a specific reconciliation date including the original NRC, adjustments, and variance corrections effective for that date.

If you select the Payment Detail Inquiry, the system will display payment details for a specific reconciliation date including all settled payments, returned payments, book-entry adjustments, variance corrections and comments.

If you select the Variance Correction Detail Inquiry, the system will display the amount and comments related to specific variance corrections.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- The Variance Correction Entry screen is only available to users with FRB Operations access.

- Because variance corrections are rare, it is recommended that you navigate to the Variance Correction Detail Inquiry screen from either the Net Retailer Credit or Payment Detail Inquiry screens once you have verified that a correction has been posted.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

4.5   Net Retailer Credit Detail Inquiry

This screen will display the original NRC amount plus any adjustments and/or corrections made to Net Retailer Credit transactions for the reconciliation date selected.

Screen Example:

```
TH405A                EBT ACCOUNT MANAGEMENT AGENT            07/21/1999
 THPM405U          NET RETAILER CREDIT DETAIL INQUIRY SCREEN      10:54:04

PROJECT/ACCOUNT: 12350001 / 09 _____  0080 ____  9S6008       PGMCD: FSP
 RECON DATE: __ / __ / ____
================================================================================
ORIG NRC                                    AMOUNT


================================================================================
*   ADJUSTMENT(S)  DATE                      AMOUNT    RECON


                                MORE:
================================================================================
S   CORRECTION TYPE(S) SEQ                    AMOUNT    RECON


                                MORE:
================================================================================
   TOTAL AMOUNT

================================================================================
NAVIGATE TO:  _ RECON INQ  _ VAR CORR ENTRY  _ VAR CORR DET INQ
F4=MENU   F5=MAIN   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account   Consists of:
        1.   Agency Location Code (ALC) Region Code (not modifiable)
        2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
        3.   Program year code (not modifiable)
        4.   Letter of credit code

Pgm Code   Food Stamp Program (FSP); (not modifiable)

Recon Date   The date for which Net Retailer Credit details are displayed (same as NRC date).

Orig NRC Amount   The amount of the original Net Retailer Credit

*   Indicator on which to position the cursor to scroll to additional information in the Adjustments section.

Adjustment Date   The date a specific adjustment was processed

Adjustment Amount   The amount of the adjustment to a specific Net Retailer transaction

Recon   Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)

                                    N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)

S   Selection field for more detailed information for a specific transaction.

Corr Type(s)   Indicates the type of correction i.e., CORR, CMT

Corr Seq   The order in which a specific correction was processed.

Corr Amount   The amount of the NRC correction corresponding to the reconciliation date.

Recon   (same as above)

Total Amount   Total amount of the NRC, which reflects all adjustments and corrections as soon as they are posted

Functional Steps to display the Net Retail Credit detail data:

1.　　　Type the desired Project/Account

2.　　　Type the desired date in the Recon Date field and press <Enter>.

System Response:

The system will display the original NRC and any adjustments and/or corrections made to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to variance Correction Detail Inquiry:

3.　　　When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".

4.　　　Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

5.　Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

4.6   Payment Detail Inquiry

This screen will display the original payment amount plus details for a specific reconciliation date.

Screen Example:

```
 TH410A                     EBT ACCOUNT MANAGEMENT AGENT           06/02/1999
 THPM410U                      PAYMENT DETAIL INQUIRY                09:52:18

PROJECT/ACCOUNT: 12350001 / 09 _____  0080 ____  9S6008_____
RECON DATE: __ / __ / ____     PAYMENT DATE: __ / __ / ____
================================================================================
*   PAYMENT TYPE                             AMOUNT


                                                                    MORE:
================================================================================
*   ADJUSTMENT TYPE                          AMOUNT

                                                                    MORE:
================================================================================
S   CORRECTION TYPE   SEQ               AMOUNT      RECON

                                                                    MORE:
================================================================================
            TOTAL AMOUNT:
================================================================================
NAVIGATE TO: _ RECON INQ    _ VAR CORR ENT    _ VAR CORR INQ
F4=MENU   F5=MAIN   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account   Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

Recon Date   The date for which payment details are displayed (same as corresponding NRC date).

Payment Date   The payment date corresponds to the reconciliation date; system generated

*	Indicator on which to position the cursor to scroll to additional information in the Payment section.
Payment Type	All payment types are PMT
Payment Amount	The amount of the original payment
Adjustment Type	Indicates the type of adjustment i.e., returned payment or book-entry adjustment.
Adjustment Amount	The amount of the payment adjustment corresponding to the reconciliation date
S	Selection field for more detailed information for a specific transaction.
Correction Type	Indicates whether correction (CORR) or only comment (CMT)
Correction Seq	The order in which a specific correction was processed
Correction Amount	The amount of the payment correction corresponding to the reconciliation date
Recon	Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen) N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)
Total Amount	Total amount of the payment, which reflects all corrections as soon as transactions are posted

Functional Steps:

1. Type the desired Project/Account

2. Type the desired date in the Recon Date field and press <Enter>.

System Response:

The system will display the original payment and any adjustments and/or corrections made to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to Variance Correction Detail Inquiry:

3. When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".

4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

5. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

- Recent payment data not yet reconciled to Net Retailer Credits is available by entering a date in the RECON DATE field one day prior to the payment date desired.

4.7 Variance Correction Inquiry

This screen displays the amount and comments related to specific variance corrections in ascending order by reconciliation date and sequence number.

Screen Example:

```
TH415A                    EBT ACCOUNT MANAGEMENT AGENT              06/02/1999
 THPM415U                 VARIANCE CORRECTION INQUIRY SCREEN           09:53:47

PROJECT/ACCOUNT:  12350001 /  09 _____  0080 ____  9S6008
BEGIN RECON DATE:  __ / __ / ____  (START WITH)
================================================================================
 S/X    RECON DT    SEQ        NRC AMOUNT        PAYMENT AMOUNT    RECON




 

 

                                MORE:
================================================================================
NAVIGATE TO:  _ NRC DET INQ  _   PYMT DET INQ _ RECON INQ  _ VAR CORR ENTRY
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Begin Recon Date	The beginning to display an ascending list of variance corrections for a specific project.
S/X	Selection field for more detailed information for a specific transaction.

Recon Dt   The reconciliation date for a specific variance correction transaction

Seq   The order in which a specific variance correction was processed on the reconciliation date

NRC Amount   The amount of NRC variance correction corresponding to the reconciliation date

Payment Amount   The amount of payment variance correction corresponding to the reconciliation date

Recon   Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)

                                 N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)

Functional Steps:

    1.   Type the desired Project/Account

    2.   Type the desired date in the Begin Recon Date and press <Enter>.

System Response:

The system will display variance corrections in ascending order beginning with the reconciliation date entered.

Functional Steps to navigate to Net Retailer Credit Detail Inquiry, Payment Detail Inquiry, or Net Retailer Credit/Payment Reconciliation Inquiry follow the steps below:

    3.   Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Either a NRC or Payment amount will be displayed for a single reconciliation date/sequence.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

4.8   Held Issuance Summary Inquiry

This screen will display in ascending order all issuances held as the result of an unavailable or insufficient program funding beginning with the transaction or effective date indicated. Issuances on hold may also include those returned to Held status due to other project level edits.

Screen Example:

```
 TH520A                    EBT ACCOUNT MANAGEMENT AGENT            08/15/2000
 THPM520U                  HELD ISSUANCE SUMMARY INQUIRY           11:33:41

SELECTION:   H  (H FOR HOLD, A FOR ALL STATUS)

BEGIN TRANSACTION DATE:  __ / __ / ____   BEGIN EFFECTIVE DATE: __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008
=============================================================================
      TRAN         EFF        FRB ACTION     SEQ        NET CHANGE
*     DATE         DATE          DATE        NUM          AMOUNT     STATUS
_
_
_
_
_
_
_
_
_
_
                                                              MORE:
=============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
I1001  ENTER DATA, THEN DEPRESS ENTER
```

Field Explanation:

Selection   Consists of:
                                    1.   All batch issuances currently in Held status (H) - the
                                          Default

                                    2.   All batch issuances previously and currently in Held status
                                          A)

Begin Transaction Date   The date when the issuance was posted in the system

Begin Effective Date   The date when the issuance will update the ASAP available
                             balance.

Project/Account   Consists of:
      1.   Agency Location Code (ALC) Region Code (not modifiable)
      2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
      3.   Program year code (not modifiable)
      4.   Letter of credit code

*   Selection field for detailed information relative to a specific issuance

Tran Date   The date a specific issuance was entered into the system

Eff Date   The date the issuance is designated to update the ASAP available balance.

FRB Action Date   The date that the held issuance was either applied (increases the ASAP available balance) or purged

Seq Num   The order in which an issuance was processed on a given transaction date

Net Change Amount   The amount of the net benefit change

Status   A = Applied to Account
                           H = Held
                           P = Purged

Functional Steps to Inquire:

    1.   Type the desired selection (only those issuances currently on hold or all issuances currently and previously on hold). On Hold is the default.

    2.   Type either the desired transaction or effective date.

    3.   Type the desired Project/Account and press <Enter>.

System Response:

The system will display batch issuances in "H" status for the selected project in ascending order from the date entered. Up to nine issuances can be displayed on a screen.

PLEASE NOTE:

- Additional information on a specific Held issuance can be obtained by selecting the desired issuance (typing "S" in the asterisk column to the left of the transaction date) and pressing F9 to navigate to the Held Issuance Detail screen.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Online issuances in unapproved (U) or held (H) status are not included in this listing. They appear on the APPROVAL SUMMARY INQ screen.

4.9   Held Issuance Detail Inquiry

This screen will display detailed information on a Held issuance.

Screen Example:

```
 TH420A                   EBT ACCOUNT MANAGEMENT AGENT                08/14/2000
 THPM420U                 HELD ISSUANCE DETAIL INQUIRY                  16:01:14

 HELD TRANSACTION DATE: __ / __ / ____    HELD EFFECTIVE DATE:
 HELD SEQ NUM:    ___



 PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008
================================================================================
 STATUS:    FRB ACTION DATE:
                                          AMOUNT
 H ISSUANCE:
 H ISSUANCE OTHER:
 H RETURN COUPON:
 H RETURN EXPUNGEMENT:
 H RETURN OTHER:

    HELD NET BENEFIT CHANGE AMOUNT:



================================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Held Transaction Date   The date in which the Held issuance was entered into the system.

Held Effective Date   The date in which the Held issuance is/was to be effective.

Held Seq Num   The order in which the issuance was processed on the transaction
                               date

Project/Account   Consists of:
                               1.   Agency Location Code (ALC) Region Code (not
                                     modifiable)
                               2.   The ASAP recipient organization identifier (RO ID) for the
                                     State with which the account is associated
                               3.   Program year code (not modifiable)
                               4.   Letter of credit code

Status
A = Applied to Account
H = Held
P = Purged

FRB Action Date
The date that the Held issuance was either applied (increases the ASAP available balance) or purged

H Issuance
The held amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.

H Issuance Other
Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.

H Return Coupon
The held amount of benefits returned to the EBT program and reissued as paper coupons.

H Return Expungement
The held amount of benefits removed from recipient accounts when expunged for inactivity.

H Return Other
Any other held benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.

Held Net Benefit Change Amount
The net figure in this field is automatically calculated by AMA.

Functional Steps:

    1.   Type the Held Transaction Date and Sequence Number.

    2.   Type the desired Project/Account and press <Enter>.

System Response:

The system will display the current status, FRB Action Date (if applied or purged), and amounts for all issuances associated with the Held issuance transaction requested.

PLEASE NOTE:

- Navigate to the Held Issuance Summary Inquiry/Maintenance screen for this project/account, beginning with the transaction date indicated, by pressing F9.

4.10   Issuance Approval Summary Inquiry

This screen will display a list of online issuances in ascending order for a project.

Screen Example:

```
 TH530A                   EBT ACCOUNT MANAGEMENT AGENT              12/01/2000
 THPM530U ISSUANCES/RET BENEFITS/REVERSALS APPROVAL SUMMARY INQUIRY   13:23:43

SELECTION: U (U FOR UNAPPROVED, A FOR ALL STAT)

BEGIN TRANSACTION DATE:  __ / __ / ____   BEGIN EFFECTIVE DATE: __/__/ ____
PROJECT/ACCOUNT:  12350001 / 09 _____ 0080 ____ 9S6008
================================================================================
    TRAN        EFF         ACTION       SEQ        NET CHANGE
*  DATE        DATE         DATE         NUM         AMOUNT       ST  REV  RESUB




                                                              MORE:
================================================================================
NAVIGATE TO:   APPROVAL DTL INQ/MAINT    ISS/RET/BENEFITS ENTRY
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Selection   U for Unapproved (default) or A for All

Begin Tran Date   Date designated to begin the list of issuances.

Begin Effective Date   Date designated to begin the list of issuances.

Project/Account   Consists of:
                          1.   Agency Location Code (ALC) Region Code (not
                                modifiable)
                          2.   The ASAP recipient organization identifier (RO ID) for the
                                State with which the account is associated
                          3.   Program year code (not modifiable)
                          4.   Letter of credit code

Tran Date   The date when an issuance was entered into the system.

Eff Date   The date when an issuance updated the ASAP available balance (if equal to or greater than the approval date. If earlier than the approval date, the balance is updated on the approval date).

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Seq Num   The order in which a specific issuance was processed on a given transaction date.

St   Status:
                            U = Unapproved
                            A = Approved
                            P = Purged
                            D = Denied
                            H = Held

Rev   Y indicator will be displayed if the issuance or any portion of the issuance has been reversed.

Resub   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Functional Steps:

   To Inquire:

   1.   Enter the appropriate selection (U for Unapproved or A for All).

   2.   Type either the Beginning Transaction Date or Beginning Effective Date and press <Tab>

   3.   Type Project/Account number and press <Enter>

System Response:

   The system will display a list of online issuances in ascending order beginning with the transaction date or effective date designated.

Functional Steps:

       To Resubmit a Denied Issuance:

4. Tab to the desired issuance and type an "S".

5. Tab to the "Navigate to" field and type an X for the ISS/RET/BENEFITS ENTRY option and press F9.

6. You are presented with the ISSUANCES/RETURNED BENEFITS ENTRY screen with the project/account number completed along with the transaction date and sequence number of the original issuance. Enter the new effective date and/or new transaction amounts, type "Y" in the Resubmit field, and press <Enter>.

System Response:

Once you press <Enter> the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted. You may correct data as desired and press <Enter> again.

Once your data passes all edits, you will receive a confirmation message.
Press F10 to cancel action or make changes
Press F11 to accept

PLEASE NOTE:

- To navigate to the Approval Detail Inquiry Maintenance screen for a specified issuance, select the issuance by typing an "S" in the column to the left of the transaction date, type an "X" to the left of the Approval DTL Inq/Maint Navigation option, and press F9.

- To navigate to the Issuance/Return Benefits Entry screen for a specified issuance, type an "X" to the left of the Navigation option, and press F9. You can choose to resubmit this issuance (see procedures detailed above) or to enter a new issuance, in which case you would type an "N" in the Resubmit field (original transaction date and sequence number will be ignored by the system).

4.11   Issuance Approval Detail Maintenance/Inquiry

This screen will display details for a specific issuance transaction as well as provide the capability to purge an unapproved issuance.

Screen Example:

```
 TH525A                  EBT ACCOUNT MANAGEMENT AGENT             01/29/2001
 THPM525U   ISSUANCE/RETURNED BENEFITS/REVERSALS APPROVAL MAINT/INQ   08:52:04

TRANSACTION DATE:   __ / __ / ____           EFFECTIVE DATE:
PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 ____ 9S6008_____    SEQ #: ___
================================================================================
STATUS:      ACTION DATE:
RESUBMIT:    ORIG TRANS DATE:             ORIG TRANS SEQ #:       REFERRED:
REVERSAL:    REV TRANS DATE:              REV TRANS SEQ #:
                                   AMOUNT
ISSUANCE:
ISSUANCE OTHER:
RETURN COUPON:
RETURN EXPUNGEMENT:
RETURN OTHER:

                        = NET BENEFIT CHANGE AMOUNT:



ACTION: __ (P=PURGE)
================================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=INQ
```

Field Explanation:

Transaction Date	The date when an issuance was entered into the system.
Effective Date	The date when an issuance updated the ASAP available balance (if equal to or greater than the approval (action) date. If earlier than the approval (action) date, the balance is updated on the action date.)
Seq #	The order in which a specific issuance was processed on a given transaction date.

Project/Account   Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

Status   U = Unapproved
                    A = Approved
                    P = Purged
                    D = Denied
                    H = Held

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Resubmit   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Orig Trans Date   Transaction date of original issuance (only displayed if Resubmit = Y).

Orig Trans Seq#   Sequence number of original issuance (only displayed if Resubmit = Y).

Reversal   Y indicator will be displayed if any portion of the issuance has been reversed.

Rev Trans Date   Date the transaction was reversed.

Rev Trans Seq #   Sequence number of the reversal transaction.

Issuance   The amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.

Issuance Other   Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.

Return Coupon   The amount of benefits returned to the EBT program and reissued as paper coupons.

Return Expungement   The amount of benefits removed from recipient accounts when expunged for inactivity.

Return Other   Any other benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.

Net Benefit Change Amount   The net figure in this field is automatically calculated by AMA.

Functional Steps:

To Inquire:

1.   Type the Transaction Date and press <Tab>

2.   Type Project/Account number and press <Tab>

3.   Type the Sequence number and press <Enter>

System Response:

The system will display the detailed data associated with the specific issuance transaction requested.

Functional Steps:

To Purge:

1.   Type the Transaction Date and press <Tab>

2.   Type Project/Account number and press <Tab>

3.   Type the Sequence number and press <Tab>

4.   Enter P in the Action field and press <Enter>

System Response:

The status will be updated to Purged and no further action will be allowed for this issuance.

PLEASE NOTE:

- Issuances are eligible to be purged only when in unapproved (U) status. Individual transactions can be modified through a reversal after the issuance has been approved or through a resubmission after the issuance has been denied.

- Purge action applies at the net benefit change level, not at the individual transaction level.

5.0 AMA Inquiry Menu

The purpose of the AMA Inquiry Menu is to provide the operator inquiry access to those project/account(s) to which he/she has been authorized.

Screen Example:

```
 TH040A                    EBT ACCOUNT MANAGEMENT AGENT                02/13/2001
 THPM040N                       AMA INQUIRY MENU                         07:42:19




              <1>  ISSUANCE/RETURNED BENEFITS/REVERSALS INQUIRY
              <2>  NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY
              <3>  NET RETAILER CREDIT DETAIL INQUIRY
              <4>  PAYMENT DETAIL INQUIRY
              <5>  VARIANCE CORRECTION INQUIRY
              <6>  HELD ISSUANCE SUMMARY INQUIRY
              <7>  HELD ISSUANCE DETAIL INQUIRY
              <8>  ISSUANCE APPROVAL SUMMARY INQUIRY
              <9>  ISSUANCE APPROVAL DETAIL INQUIRY




                                             SELECTION: __


 F5=MAIN
```

Functional Steps:

> 1.   Type the appropriate option number in the selection field and press the <Enter> key.

System Response:

> Once you press <Enter> the AMA system will display the appropriate screen for the menu item selected.

5.1 Issuance/Returned Benefits/Reversals Inquiry

At regular intervals the Processor receives benefit data from the State managing the EBT project. This data is either new Issuance or Returned Benefits. The Issuances/Returned Benefits Reversals Inquiry provides the means to obtain information on existing Issuance & Returned Benefits as well as reversals which have been previously entered into AMA.

Screen Example:

```
 TH320A                   EBT ACCOUNT MANAGEMENT AGENT              07/20/1999
 THPM320U        ISSUANCE/RETURNED BENEFITS/REVERSALS INQUIRY          15:03:35

 BEGIN TRANSACTION DATE: __ / __ / ____      BEGIN EFFECTIVE DATE: __ / __ / ____
 PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008_____
 ==============================================================================
      TRAN          EFF       SEQ   TRAN
 *    DATE          DATE      NUM   TYPE                     AMOUNT



                                                            MORE:
 ==============================================================================
  REVERSAL   REVERSAL  REV  ORG TRAN  ORG ORG TRAN   ORG  AMOUNT
 *  DATE      EFF DATE  SEQ#  DATE     SEQ# TYPE        REVERSED

                                                            MORE:
 ==============================================================================
 NAVIGATE TO:      INQUIRY ONLY SCREEN -    NO NAVIGATION ALLOWED
 F4=MENU   F5=MAIN
 I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Begin Transaction Date	Date in which Issuance or Returned Benefits was entered into AMA. If Begin Transaction Date is entered, data will be sorted by Transaction Date.
Begin Effective Date	Date in which Issuance or Returned Benefit is effective. If Begin Effective Date is entered, data will be sorted by Effective Date.
Project/Account	Consists of:

   1.   Agency Location Code (ALC) Region Code (not modifiable)
   2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
   3.   Program year code (not modifiable)
   4.   Letter of credit code

*   Indicator on which to position the cursor to scroll to additional information.

Tran Date   The date when an issuance was entered into the system

Eff Date   The date when an issuance was made effective

Seq Num   The order in which a specific issuance was processed on a given transaction date

Tran Type   The five transaction types are:
           RE Return Expungement
           RO Return Other
           IS Issuance
           RC Return coupon
           IO Issuance other

Amount   The amount of the transaction

*   Indicator on which to position the cursor to scroll to additional information.

Reversal Date   The date a reversal was entered into the system

Reversal Eff Date   The effective date of the original issuance.

Rev Seq #   The order in which a specific reversal was processed on a given reversal date

Org Tran Date   The date the reversal was originally entered into the system as an issuance

Org Seq #   The order in which the reversal was originally entered into the system as on issuance on a given transaction date

Org Tran Type   The five transaction types are:
           RE Return Expungement
           RO Return Other
           IS Issuance
           RC Return coupon
           IO Issuance other

Org Amount Reversed Amount of reversal (same as original transaction)

Functional Steps:

  1.   Type either Beginning Transaction Date or Beginning Effective Date and press \<Tab\>

  2.   Type Project/Account number and press \<Enter\>

System Response:

  Once you press \<Enter\>, the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted.

  You may correct data as desired and press \<Enter\> again. Once the data entered passes all edits, data requested is displayed in descending order, beginning with dates that are not greater than the transaction date or effective date requested.

PLEASE NOTE:

- Because this is an inquiry only screen, no navigational options to entry screens are available.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Because this is a split screen, additional data may be available in one section but not in another. The plus sign (+) refers to the portion of the screen in which the cursor is located.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

5.2   Net Retailer Credit/Payment Reconciliation Inquiry

This screen displays the Net Retailer Credit/Payment Reconciliation information based on the
NRC data originated by the processor transmitted by the FNS Minneapolis Computer Service
Center and the corresponding payment data from ASAP.

```
TH400A                    EBT ACCOUNT MANAGEMENT AGENT               07/21/1999
 THPM400U    NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY      08:17:20

 PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008        PGMCD: FSP
 BEGIN RECON DATE: __ / __ / ____
===============================================================================
 S  NRC DATE          NRC AMT    DTL          DLY VAR           CUM VAR
    PMT DATE          PMT AMT    IND




 NAVIGATE TO:  _ NRC DET INQ  _ PYMT DET INQ  _ VAR CORR ENTRY
              _ VAR CORR DET INQ                                   MORE:
===============================================================================
F4=MENU   F5=MAIN   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account   Consists of:
                         1.   Agency Location Code (ALC) Region Code (not
                               modifiable)
                         2.   The ASAP recipient organization identifier (RO ID) for the
                               State with which the account is associated
                         3.   Program year code (not modifiable)
                         4.   Letter of credit code

Pgm Code   Food Stamp Program (FSP); (not modifiable)

Begin Recon Date   The beginning date by which to list the transactions in ascending
                         order

S   Selection field for more detailed information for a specific
                                      transaction

NRC Date   Dates of the Net Retailer Credit data listed in ascending order

NRC Amt   Total Net Retailer Credit amount corresponding to the NRC date

Pmt Date   The payment request dates matched with the Net Retailer Credit in
                                      the transaction set

Pmt Amt   Total payment amount corresponding to payment request dates

Dtl Ind   An * in this field indicates that there are multiple transactions
                                      included in either the NRC or the payment amount, including NRC
                                      or payment comments for that reconciliation date.

Dly Var   Amount of any daily variance (difference between NRC and
                                      payment amount in the transaction set - negative amount results if
                                      NRC is greater than payment; positive amount if NRC is greater
                                      than payment)

Cum Var   Net amount of daily variances

Functional Steps to display Reconciliation data:

> 1.   Type Project/Account
>
> 2.   Type Begin Recon Date and press <Enter>

System Response:

> The system will display the requested data.

*Functional Steps to navigate to NRC Detail Inquiry, Payment Detail Inquiry, or Variance
Correction Detail Inquiry:*

> 3.   Tab to the desired transaction set and type an "S".
>
> 4.   Tab to the "Navigate to" field and type an X for the desired selection and press
>   F9.

System Response:

If you select the NRC Detail Inquiry, the system will display NRC details for a specific reconciliation date including the original NRC, adjustments, and variance corrections effective for that date.

If you select the Payment Detail Inquiry, the system will display payment details for a specific reconciliation date including all settled payments, returned payments, book-entry adjustments, variance corrections and comments.

If you select the Variance Correction Detail Inquiry, the system will display the amount and comments related to specific variance corrections.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.
- The Variance Correction Entry screen is only available to users with FRB Operations access.

- Because variance corrections are rare, it is recommended that you navigate to the Variance Correction Detail Inquiry screen from either the Net Retailer Credit or Payment Detail Inquiry screen once you have verified that a correction has been posted.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

5.3   Net Retailer Credit Detail Inquiry

This screen will display the original NRC amount plus any adjustments and/or corrections made to Net Retailer Credit transactions for the reconciliation date selected.

Screen Example:

```
 TH405A                   EBT ACCOUNT MANAGEMENT AGENT                07/21/1999
 THPM405U          NET RETAILER CREDIT DETAIL INQUIRY SCREEN             10:54:04

  PROJECT/ACCOUNT: 12350001 / 09 _____ 0080 ____ 9S6008      PGMCD: FSP
       RECON DATE: __ / __ / ____
=============================================================================
   ORIG NRC                                   AMOUNT

=============================================================================
 *   ADJUSTMENT(S)   DATE                      AMOUNT    RECON


                                                               MORE:
=============================================================================
 S   CORRECTION TYPE(S) SEQ                    AMOUNT    RECON


                                                               MORE:
=============================================================================
   TOTAL AMOUNT
=============================================================================
 NAVIGATE TO: _ RECON INQ  _ VAR CORR ENTRY  _ VAR CORR DET INQ
 F4=MENU   F5=MAIN   F9=NAVG
 I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account   Consists of:
                       1.   Agency Location Code (ALC) Region Code (not
                             modifiable)
                       2.   The ASAP recipient organization identifier (RO ID) for the
                             State with which the account is associated
                       3.   Program year code (not modifiable)
                       4.   Letter of credit code

Pgm Code   Food Stamp Program (FSP); (not modifiable)

Recon Date   The date for which Net Retailer Credit details are displayed (same
                       as NRC date).

Orig NRC Amount   The amount of the original Net Retailer Credit

*   Indicator on which to position the cursor to scroll to additional
                         information in the Adjustments section.

Adjustment Date   The date a specific adjustment was processed

Adjustment Amount   The amount of the adjustment to a specific Net Retailer transaction

Recon   Y = end of day reconciliation program has run (correction
                               amount reflected in payment total on NRC/Payment
                               Reconciliation screen)
                         N = end of day reconciliation program has not run (correction
                               amount is not reflected in payment total on NRC/Payment
                               Reconciliation screen)

S   Selection field for more detailed information for a specific
                         transaction.

Corr Type(s)   Indicates the type of correction i.e., CORR, CMT

Corr Seq   The order in which a specific correction was processed.

Corr Amount   The amount of the NRC correction corresponding to the
                         reconciliation date.

Recon   (same as above)

Total Amount   Total amount of the NRC, which reflects all adjustments and
                         corrections as soon as they are posted

Functional Steps to display the Net Retail Credit detail data:

   1.   Type the desired Project/Account

   2.   Type the desired date in the Recon Date field and press <Enter>.

System Response:

   The system will display the original NRC and any adjustments and/or corrections made
   to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to variance Correction Detail Inquiry:

3. When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".

4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

5. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

•   A "Navigate To" option must be selected prior to pressing F9.

•   Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

•   Variance Correction Entry screen is only available to users with FRB Operations access.

5.4   Payment Detail Inquiry

This screen will display the original payment amount plus details for a specific reconciliation date.

Screen Example:

```
 TH410A                   EBT ACCOUNT MANAGEMENT AGENT              07/21/1999
 THPM410U                    PAYMENT DETAIL INQUIRY                   08:20:56

 PROJECT/ACCOUNT: 12350001 / 09 _____  0080 ____ 9S6008_____
 RECON DATE: __ / __ / ____     PAYMENT DATE: __ / __ / ____
 ===============================================================================
  *   PAYMENT(S)                                AMOUNT


                                                                  MORE:
 ===============================================================================
 *    ADJUSTMENT TYPE(S)                        AMOUNT

                                                                  MORE:
 ===============================================================================
  S   CORRECTION TYPE(S)    SEQ              AMOUNT     RECON

                                                                  MORE:
 ===============================================================================
             TOTAL AMOUNT:
 ===============================================================================
 NAVIGATE TO: _ RECON INQ     _ VAR CORR ENT    _ VAR CORR INQ
 F4=MENU   F5=MAIN   F9=NAVG
 I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account   Consists of:
1.   Agency Location Code (ALC) Region Code (not modifiable)
2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3.   Program year code (not modifiable)
4.   Letter of credit code

Recon Date   The date for which payment details are displayed (same as corresponding NRC date).

Payment Date   The payment date corresponds to the reconciliation date; system generated

*	Indicator on which to position the cursor to scroll to additional information in the Payment section.
Payment Type	All payment types are PMT
Payment Amount	The amount of the original payment
Adjustment Type	Indicates the type of adjustment i.e., returned payment or book-entry adjustment.
Adjustment Amount	The amount of the payment adjustment corresponding to the reconciliation date
S	Selection field for more detailed information for a specific transaction.
Correction Type	Indicates whether correction (CORR) or only comment (CMT)
Correction Seq	The order in which a specific correction was processed
Correction Amount	The amount of the payment correction corresponding to the reconciliation date
Recon	Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)
	N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)
Total Amount	Total amount of the payment, which reflects all corrections as soon as transactions are posted

Functional Steps:

1. Type the desired Project/Account

2. Type the desired date in the Recon Date fields and press <Enter>.

System Response:

The system will display the original payment and any adjustments and/or corrections made to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to Variance Correction Detail Inquiry:

3. When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".

4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

5. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

- Recent payment data not yet reconciled to Net Retailer Credits is available by entering a date in the RECON DATE field one day prior to the payment date desired.

5.5 Variance Correction Inquiry

This screen displays the amount and comments related to specific variance corrections in ascending order by reconciliation date and sequence number.

Screen Example:

```
 TH415A                    EBT ACCOUNT MANAGEMENT AGENT              07/21/1999
 THPM415U                 VARIANCE CORRECTION INQUIRY SCREEN            08:21:51

 PROJECT/ACCOUNT:  12350001 /  09 _____  0080 ____  9S6008
 BEGIN RECON DATE:  __ / __ / ____   (START WITH)
 ==============================================================================
  S/X    RECON DT    SEQ         NRC AMOUNT        PAYMENT AMOUNT      RECON




                                                                      MORE:
 ==============================================================================
 NAVIGATE TO:  _ NRC DET INQ  _  PYMT DET INQ _ RECON INQ  _ VAR CORR ENTRY
 F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
 I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Begin Recon Date	The beginning to display an ascending list of variance corrections for a specific project.
S/X	Selection field for more detailed information for a specific transaction.

Recon Dt   The reconciliation date for a specific variance correction transaction

Seq   The order in which a specific variance correction was processed on the reconciliation date

NRC Amount   The amount of NRC variance correction corresponding to the reconciliation date

Payment Amount   The amount of payment variance correction corresponding to the reconciliation date

Recon   Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)

           N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)

Functional Steps:

  1. Type the desired Project/Account

  2. Type the desired date in the Begin Recon Date and press <Enter>.

System Response:

  The system will display variance corrections in ascending order beginning with the reconciliation date entered.

Functional Steps to navigate to Net Retailer Credit Detail Inquiry, Payment Detail Inquiry, or Net Retailer Credit/Payment Reconciliation Inquiry follow the steps below:

  3. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

  The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Either a NRC or Payment amount will be displayed for a single reconciliation date/sequence.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

5.6   Held Issuance Summary Inquiry

This screen will display in ascending order all issuances held as the result of an unavailable or insufficient program funding beginning with the transaction or effective date indicated. Issuances on hold may also include those returned to Held status due to other project level edits.

Screen Example:

```
 TH520A                    EBT ACCOUNT MANAGEMENT AGENT          08/15/2000
 THPM520U                  HELD ISSUANCE SUMMARY INQUIRY         11:33:41

SELECTION:   H  (H FOR HOLD, A FOR ALL STATUS)

BEGIN TRANSACTION DATE:  __ / __ / ____   BEGIN EFFECTIVE DATE: __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____ 9S6008
==============================================================================
      TRAN         EFF        FRB ACTION    SEQ        NET CHANGE
*     DATE         DATE          DATE       NUM          AMOUNT    STATUS
_
_
_
_
_
_
_
_
_
_
                                                            MORE:
==============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
I1001  ENTER DATA, THEN DEPRESS ENTER
```

Field Explanation:

Selection   Consists of:
                                   1.   All issuances currently in Held status (H) - the default
                                   2.   All issuances previously and currently in Held status (A)

Begin Transaction Date   The date when the issuance was entered into the system

Begin Effective Date   The date when the issuance was made effective

Project/Account

Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

*

Selection field for detailed information relative to a specific issuance

Tran Date

The date a specific issuance was entered into the system

Eff Date

The date the issuance is designated to become effective

FRB Action Date

The date that the Held issuance was either applied (increases the ASAP available balance) or purged

Seq Num

The order in which an issuance was processed on a given transaction date

Net Change Amount

The amount of the net benefit change

Status

A   Applied to Account
H   Held
P   Purged

Functional Steps to Inquire:

1. Type the desired selection (only those issuances currently on hold or all issuances currently and previously on hold). On Hold is the default.

2. Type either the desired transaction or effective date.

3. Type the desired Project/Account and press <Enter>.

System Response:

The system will display issuances for the selected project in ascending order from the date entered. Up to nine issuances can be displayed on a screen.

PLEASE NOTE:

- Additional information on a specific Held issuance can be obtained by selecting the desired issuance (typing "S" in the asterisk column to the left of the transaction date) and pressing F9 to navigate to the Held Issuance Detail screen.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

5.7 Held Issuance Detail Inquiry

This screen will display detailed information on a Held issuance.

Screen Example:

```
 TH420A                  EBT ACCOUNT MANAGEMENT AGENT               08/14/2000
 THPM420U                HELD ISSUANCE DETAIL INQUIRY                 16:01:14

 HELD TRANSACTION DATE: __ / __ / ____    HELD EFFECTIVE DATE:
 HELD SEQ NUM:    ___



 PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____  9S6008
================================================================================
 STATUS:    FRB ACTION DATE:
                                                 AMOUNT
 H ISSUANCE:
 H ISSUANCE OTHER:
 H RETURN COUPON:
 H RETURN EXPUNGEMENT:
 H RETURN OTHER:

    HELD NET BENEFIT CHANGE AMOUNT:



================================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
I1007  ENTER INQUIRY DATA, THEN DEPRESS ENTER TO CONTINUE
```

Field Explanation:

Held Transaction Date	The date in which the Held issuance was entered into the system.
Held Effective Date	The date in which the Held issuance is/was to be effective.
Held Seq Num	The order in which the issuance was processed on the transaction date
Project/Account	Consists of:

1.   Agency Location Code (ALC) Region Code (not modifiable)
2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3.   Program year code (not modifiable)
4.   Letter of credit code

Status   A Applied to Account
            H Held
            P Purged

FRB Action Date   The date that the Held issuance was either applied (increases the ASAP available balance) or purged

H Issuance   The held amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.

H Issuance Other   Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.

H Return Coupon   The held amount of benefits returned to the EBT program and reissued as paper coupons.

H Return Expungement The held amount of benefits removed from recipient accounts when expunged for inactivity.

H Return Other   Any other held benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.

Held Net Benefit Change The net figure in this field is automatically calculated by AMA.
Amount

Functional Steps:

  1. Type the Held Transaction Date and Sequence Number.

  2. Type the desired Project/Account and press <Enter>.

System Response:

  The system will display the current status, FRB Action Date (if applied or purged), and amounts for all issuances associated with the Held issuance transaction requested.

PLEASE NOTE:

- Navigate to the Held Issuance Summary Inquiry/Maintenance screen for this project/account, beginning with the transaction date indicated, by pressing F9.

5.8   Issuance Approval Summary Inquiry

This screen will display a list of online issuances in ascending order for a project.

Screen Example:

```
 TH530A                  EBT ACCOUNT MANAGEMENT AGENT                12/01/2000
 THPM530U ISSUANCES/RET BENEFITS/REVERSALS APPROVAL SUMMARY INQUIRY   13:23:43

SELECTION: U (U FOR UNAPPROVED, A FOR ALL STAT)

BEGIN TRANSACTION DATE:  __ / __ / ____    BEGIN EFFECTIVE DATE: __/__/ ____
PROJECT/ACCOUNT:  12350001 / 09 _____ 0080 ____ 9S6008
================================================================================
   TRAN        EFF         ACTION      SEQ       NET CHANGE
*  DATE        DATE        DATE        NUM        AMOUNT      ST  REV  RESUB




                                                             MORE:
================================================================================
NAVIGATE TO:   APPROVAL DTL INQ/MAINT    ISS/RET/BENEFITS ENTRY
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Selection   U for Unapproved (default) or A for All

Begin Tran Date   Date designated to begin the list of issuances.

Begin Effective Date   Date designated to begin the list of issuances.

Project/Account   Consists of:
  1.   Agency Location Code (ALC) Region Code (not modifiable)
  2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
  3.   Program year code (not modifiable)
  4.   Letter of credit code

Tran Date   The date when an issuance was entered into the system.

Eff Date   The date when an issuance updated the ASAP available balance (if equal to or greater than the approval date. If earlier than the approval date, the balance is updated on the approval date).

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Seq Num   The order in which a specific issuance was processed on a given transaction date.

St   Status:
U = Unapproved
A = Approved
P = Purged
D = Denied
H = Held

Rev   Y indicator will be displayed if the issuance or any portion of the issuance has been reversed.

Resub   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Functional Steps:

     1.   Enter the appropriate selection (U for Unapproved or A for All).

     2.   Type either the Beginning Transaction Date or Beginning Effective Date and press <Tab>

     3.   Type Project/Account number and press <Enter>

System Response:

The system will display a list of online issuances in ascending order beginning with the transaction date or effective date designated.

PLEASE NOTE:

- To navigate to the Approval Detail Inquiry Maintenance screen for a specified issuance, select the issuance by typing an "S" in the column to the left of the transaction date, type an "X" to the left of the Approval DTL Inq/Maint Navigation option, and press F9.

- The Issuance/Return Benefits Entry screen is not available to users with inquiry only access.

5.9   Issuance Approval Detail Inquiry

This screen will display details for a specific issuance transaction as well as provide the capability to purge an unapproved issuance.

Screen Example:

```
 TH525A                   EBT ACCOUNT MANAGEMENT AGENT                 01/29/2001
 THPM525U   ISSUANCE/RETURNED BENEFITS/REVERSALS APPROVAL MAINT/INQ   08:52:04

TRANSACTION DATE:   __ / __ / ____            EFFECTIVE DATE:
PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 ____ 9S6008_____    SEQ #: ___
================================================================================
STATUS:      ACTION DATE:
RESUBMIT:    ORIG TRANS DATE:            ORIG TRANS SEQ #:      REFERRED:
REVERSAL:    REV TRANS DATE:             REV TRANS SEQ #:
                                 AMOUNT
ISSUANCE:
ISSUANCE OTHER:
RETURN COUPON:
RETURN EXPUNGEMENT:
RETURN OTHER:

                       = NET BENEFIT CHANGE AMOUNT:




================================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=INQ
```

Field Explanation:

Transaction Date	The date when an issuance was entered into the system.
Effective Date	The date when an issuance updated the ASAP available balance (if equal to or greater than the approval (action) date. If earlier than the approval (action) date, the balance is updated on the action date.)
Seq #	The order in which a specific issuance was processed on a given transaction date.

Project/Account   Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

Status   U = Unapproved
A = Approved
P = Purged
D = Denied
H = Held

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Resubmit   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Orig Trans Date   Transaction date of original issuance (only displayed if Resubmit = Y).

Orig Trans Seq#   Sequence number of original issuance (only displayed if Resubmit = Y).

Reversal   Y indicator will be displayed if any portion of the issuance has been reversed.

Rev Trans Date   Date the transaction was reversed.

Rev Trans Seq #   Sequence number of the reversal transaction.

Issuance   The amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.

Issuance Other   Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.

Return Coupon   The amount of benefits returned to the EBT program and reissued as paper coupons.

Return Expungement The amount of benefits removed from recipient accounts when expunged for inactivity.

Return Other Any other benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.

Net Benefit Change Amount The net figure in this field is automatically calculated by AMA.

Functional Steps:

> **To Inquire**:
>
> 1. Type the Transaction Date and press <Tab>
>
> 2. Type Project/Account number and press <Tab>
>
> 3. Type the Sequence number and press <Enter>

System Response:

> The system will display the detailed data associated with the specific issuance transaction requested.

PLEASE NOTE:

- Issuances are eligible to be purged only when in unapproved (U) status. Individual transactions can be modified through a reversal after the issuance has been approved or through a resubmission after the issuance has been denied.

- Purge action applies at the net benefit change level, not at the individual transaction level.

6.0 Approver Menu

The purpose of the Approver Menu is to provide the means for the state to approve and track issuances entered via the online screens. This menu also offers access to all inquiry functions.

Screen Example:

```
 TH045A                  EBT ACCOUNT MANAGEMENT AGENT              01/08/2001
   THPM045N                    AMA APPROVAL MENU                     14:31:19




            <1>  ISSUANCE APPROVAL SUMMARY INQUIRY
            <2>  ISSUANCE APPROVAL DETAIL MAINTENANCE/INQUIRY
            <3>  ISSUANCE/RETURNED BENEFITS/REVERSALS INQUIRY
            <4>  NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY
            <5>  NET RETAILER CREDIT DETAIL INQUIRY
            <6>  PAYMENT DETAIL INQUIRY
            <7>  VARIANCE CORRECTION INQUIRY
            <8>  HELD ISSUANCE SUMMARY INQUIRY
            <9>  HELD ISSUANCE DETAIL INQUIRY




                                            SELECTION: __


F5=MAIN
I1000  ENTER SELECTION, THEN DEPRESS ENTER TO CONTINUE
```

Functional Steps:

1.   Type the appropriate option number in the selection field and press the <Enter>
        key.

System Response:

Once you press <Enter> the AMA system will display the appropriate screen for the
menu item selected.

6.1 Issuance Approval Summary Inquiry

This screen will display a list of online issuances in ascending order for a project.

Screen Example:

```
 TH530A                  EBT ACCOUNT MANAGEMENT AGENT               02/01/2001
 THPM530U ISSUANCES/RET BENEFITS/REVERSALS APPROVAL SUMMARY INQUIRY   11:25:04

 SELECTION: U (U FOR UNAPPROVED, A FOR ALL STAT)

 BEGIN TRANSACTION DATE:  __ / __ / ____   BEGIN EFFECTIVE DATE: 12 / 11 / 2000
 PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 0242 9S6008
 =============================================================================
    TRAN        EFF         ACTION      SEQ        NET CHANGE           RE
 *  DATE        DATE        DATE        NUM          AMOUNT       ST  REV  SUB





                                                                   MORE:
 =========================================================================
 NAVIGATE TO:    APPROVAL DTL INQ/MAINT
 F4=MENU   F5=MAIN   F6=REFR
```

Field Explanation:

Selection	U for Unapproved (default) or A for All
Begin Tran Date	Date designated to begin the list of issuances.
Begin Effective Date	Date designated to begin the list of issuances.
Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Tran Date	The date when an issuance was entered into the system.

Eff Date   The date when an issuance updated the available balance.

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Seq Num   The order in which a specific issuance was processed on a given transaction date.

St   Status:
                                   U = Unapproved
                                   A = Approved
                                   P = Purged
                                   D = Denied
                                   H = Held

Rev   Y indicator will be displayed if the issuance or any portion of the issuance has been reversed.

Resub   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Functional Steps:

    1.   Enter the appropriate selection (U for Unapproved or A for All).

    2.   Type either the Beginning Transaction Date or Beginning Effective Date and press <Tab>

    3.   Type Project/Account number and press <Enter>

System Response:

The system will display a list of online issuances in ascending order beginning with the transaction date or effective date designated.

PLEASE NOTE:

- Online issuances in a Held status are included on this screen and are not included in the list on the Held Issuance Summary Inquiry screen.

- To navigate to the Approval Detail Inquiry Maintenance screen for a specified issuance, select the issuance by typing an "S" in the column to the left of the transaction date, type an "X" to the left of the Approval DTL Inq/Maint Navigation option, and press F9.

6.2 Issuance Approval Detail Maintenance/Inquiry

This screen will display details for a specific issuance transaction as well as provide the capability to purge an unapproved issuance.

Screen Example:

```
 TH525A                        EBT ACCOUNT MANAGEMENT AGENT
        01/26/2001
 THPM525U     ISSUANCE/RETURNED BENEFITS/REVERSALS APPROVAL MAINT/INQ    07:14:45

TRANSACTION DATE:   __ / __ / ____           EFFECTIVE DATE:
PROJECT/ACCOUNT:  12350001 / 09 _____  0080 ____ 9S6008_____    SEQ #: ___
==============================================================================
STATUS:      ACTION DATE:
RESUBMIT:    ORIG TRANS DATE:            ORIG TRANS SEQ #:
REVERSAL:    REV TRANS DATE:             REV TRANS SEQ #:
                                AMOUNT
ISSUANCE:
ISSUANCE OTHER:
RETURN COUPON:
RETURN EXPUNGEMENT:
RETURN OTHER:

                        = NET BENEFIT CHANGE AMOUNT:



==============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=INQ
```

Field Explanation:

Transaction Date	The date when an issuance was entered into the system.
Effective Date	The date when an issuance updated the ASAP available balance (if equal to or greater than the approval (action) date. If earlier than the approval (action) date, the balance is updated on the action date.)
Seq #	The order in which a specific issuance was processed on a given transaction date.
Project/Account	Consists of: 1. Agency Location Code (ALC) Region Code (not modifiable) 2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated 3. Program year code (not modifiable) 4. Letter of credit code

Status   U = Unapproved
           A = Approved
           P = Purged
           D = Denied
           H = Held

Action Date   The action date will be displayed when the status is Approved, Purged, Denied, or Held.

Resubmit   Y indicator will be displayed if the issuance is a resubmission of a prior issuance.

Orig Trans Date   Transaction date of prior issuance (only displayed if Resubmit = Y).

Orig Trans Seq#   Sequence number of prior issuance (only displayed if Resubmit = Y).

Reversal   Y indicator will be displayed if any portion of the issuance has been reversed.

Rev Trans Date   Date the transaction was reversed.

Rev Trans Seq #   Sequence number of the reversal transaction.

Issuance   The amount of state authorized benefits to be put into ASAP recipient account, entered by date of benefit availability.

Issuance Other   Reserved; to be used in the event that FNS needs to separately identify a particular type of issuance.

Return Coupon   The amount of benefits returned to the EBT program and reissued as paper coupons.

Return Expungement The amount of benefits removed from recipient accounts when expunged for inactivity.

Return Other   Any other benefits removed from recipient accounts, such as voluntary claims repayment or returns due to the death of a recipient.

Net Benefit Change Amount The net figure in this field is automatically calculated by AMA.

Functional Steps:

To Inquire:

1.   Type the Transaction Date and press <Tab>

2.   Type Project/Account number and press <Tab>

3.   Type the Sequence number and press <Enter>

System Response:

The system will display the detailed data associated with the specific issuance transaction requested.

Functional Steps:

To Approve/Deny/Purge:

4.   Enter A or D or P in the Action field and press <Enter>

System Response:

The status will be updated and the issuance will be applied on the effective date (or on the Approved Date if the effective date is a prior date).

PLEASE NOTE:

- Approve, Deny and Purge actions apply at the net benefit change level, not at the individual transaction level.

- The state Approver has access to approve all issuances with effective dates no earlier than the first of the prior month nor 30 days in the future. Issuances with effective dates outside of these time frames can only be approved by FRB with the authority granted by FNS. Issuances outside of these time frames can be denied by the Approver.

- The AMA system will allow the Approver to exit this screen without taking any action.

- If an unapproved issuance exceeds the AMA individual project funding limitation amount when approved, the only options available to the state Approver are to deny the issuance or exit without taking any action. If the state Approver wishes to have the project funding limitation amount increased, FNS must be contacted.

- If upon approval, an issuance exceeds the AMA program funding limitation amount, the issuance is placed in Held (H) status until funding is available.

- If another issuance or reversal with the same effective date and individual transaction amount has already been posted, a message will be displayed. The Approver will still be able to Approve, Deny, Purge or exit without taking any action.

- If, upon approval, a reversal does not pass the AMA program funding limitation amount, the approver will receive a system message stating if approved, this issuance will be held until sufficient funding at the EBT program level is available.

6.3 Issuance/Returned Benefits/Reversals Inquiry

At regular intervals the Processor receives benefit data from the State managing the EBT project. This data is either new Issuance or Returned Benefits. The Issuances/Returned Benefits Reversals Inquiry provides the means to obtain information on existing Issuance & Returned Benefits as well as reversals which have been previously entered into AMA.

Screen Example:

```
 TH320A                   EBT ACCOUNT MANAGEMENT AGENT            01/26/2001
 THPM320U        ISSUANCE/RETURNED BENEFITS/REVERSALS INQUIRY        07:24:19

BEGIN TRANSACTION DATE: __ / __ / ____     BEGIN EFFECTIVE DATE: __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 ____  9S6008_____
================================================================================
      TRAN         EFF        SEQ    TRAN
 *    DATE         DATE       NUM    TYPE                   AMOUNT



                                                                     MORE:
================================================================================
 REVERSAL   REVERSAL   REV  ORG TRAN  ORG ORG TRAN   ORG   AMOUNT
 *  DATE     EFF DATE  SEQ#   DATE     SEQ#  TYPE        REVERSED

                                                                     MORE:
================================================================================
NAVIGATE TO:        INQUIRY ONLY SCREEN -     NO NAVIGATION ALLOWED
F4=MENU   F5=MAIN
```

Field Explanation:

Begin Transaction Date	Date in which Issuance or Returned Benefits was entered into AMA. If Begin Transaction Date is entered, data will be sorted by Transaction Date.
Begin Effective Date	Date in which Issuance or Returned Benefit is effective. If Begin Effective Date is entered, data will be sorted by Effective Date.
Project/Account	Consists of:

      1.   Agency Location Code (ALC) Region Code (not modifiable)
      2.   The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
      3.   Program year code (not modifiable)
      4.   Letter of credit code

*	Selection field for more detailed information for a specific transaction.
Tran Date	The date when an issuance was entered into the system
Eff Date	The date when an issuance was made effective
Seq Num	The order in which a specific issuance was processed on a given transaction date
Tran Type	The five transaction types are: RE Return Expungement RO Return Other IS Issuance RC Return coupon IO Issuance other
Amount	The amount of the transaction
*	Indicator on which to position the cursor to scroll to additional information.
Reversal Date	The date a reversal was entered into the system
Reversal Eff Date	The effective date of the original issuance.
Rev Seq #	The order in which a specific reversal was processed on a given reversal date
Org Tran Date	Transaction date of original issuance.
Org Seq #	The order in which the reversal was originally entered into the system as on issuance on a given transaction date.
Org Tran Type	The five transaction types are: RE Return Expungement RO Return Other IS Issuance RC Return coupon IO Issuance other
Org Amount Reversed	Amount of reversal

Functional Steps:

　　1.　　Type either Beginning Transaction Date or Beginning Effective Date and press <Tab>

　　2.　　Type Project/Account number and press <Enter>

System Response:

Once you press <Enter>, the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted. You may correct data as desired and press <Enter> again.

Once the data entered passes all edits, data requested is displayed in descending order, beginning with dates that are not greater than the transaction date or effective date requested.

If nothing occurs on date specified, the system will default to the most recent date a transaction occurred.

PLEASE NOTE:

- Online issuances and reversals in unapproved (U) or held (H) status are not included in this listing. They appear on the APPROVAL SUMMARY INQ screen.

- If your screen or keyboard lock up, press your reset key. Check with local technical support to identify your keyboard configuration for this key.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up. Because this is a split screen additional data may be available in one section but not in another. The plus sign (+) refers to the portion of the screen in which the cursor is located.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

6.4   Net Retailer Credit/Payment Reconciliation Inquiry

This screen displays the Net Retailer Credit/Payment Reconciliation information based on the NRC data originated by the processor transmitted by the FNS Minneapolis Computer Service Center and the corresponding payment data from ASAP.

Screen Example:

```
 TH400A                   EBT ACCOUNT MANAGEMENT AGENT                01/26/2001
 THPM400U    NET RETAILER CREDIT/PAYMENT RECONCILIATION INQUIRY         07:25:19

 PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 0242 9S6008         PGMCD: FSP
 BEGIN RECON DATE: __ / __ / ____
 ==============================================================================
 S  NRC DATE              NRC AMT    DTL        DLY VAR              CUM VAR
    PMT DATE              PMT AMT    IND




                                                    




  NAVIGATE TO:  _ NRC DET INQ  _ PYMT DET INQ  _ VAR CORR ENTRY
                _ VAR CORR DET INQ                                     MORE:
 ==============================================================================
 F4=MENU   F5=MAIN   F9=NAVG
```

Field Explanation:

Project/Account	Consists of: 1. Agency Location Code (ALC) Region Code (not modifiable) 2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated 3. Program year code (not modifiable) 4. Letter of credit code
Pgm Code	Food Stamp Program (FSP); (not modifiable)
Begin Recon Date	The beginning date by which to list the transactions in ascending order
S	Selection field for more detailed information for a specific transaction

NRC Date   Dates of the Net Retailer Credit data listed in ascending order

NRC Amt   Total Net Retailer Credit amount corresponding to the NRC date

Pmt Date   The payment request dates matched with the Net Retailer Credit in
                            the transaction set

Pmt Amt   Total payment amount corresponding to payment request dates

Dtl Ind   An * in this field indicates that there are multiple transactions
                            included in either the NRC or the payment amount, including NRC
                            or payment comments for that reconciliation date.

Dly Var   Amount of any daily variance (difference between NRC and
                            payment amount in the transaction set - negative amount results if
                            NRC is greater than payment; positive amount if NRC is greater
                            than payment)

Cum Var   Net amount of daily variances

Functional Steps to display Reconciliation data:

     1.   Type Project/Account

     2.   Type Begin Recon Date and press <Enter>

System Response:

     The system will display the requested data.

Functional Steps to navigate to NRC Detail Inquiry, Payment Detail Inquiry, or Variance Correction Detail Inquiry:

     3.   Tab to the desired transaction set and type an "S".

     4.   Tab to the "Navigate to" field and type an X for the desired selection and
             press F9.

System Response:

If you select the NRC Detail Inquiry, the system will display NRC details for a specific reconciliation date including the original NRC, adjustments, and variance corrections effective for that date.

If you select the Payment Detail Inquiry, the system will display payment details for a specific reconciliation date including all settled payments, returned payments, book-entry adjustments, variance corrections and comments.

If you select the Variance Correction Detail Inquiry, the system will display the amount and comments related to specific variance corrections.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- The Variance Correction Entry screen is only available to users with FRB Operations access.

- Because variance corrections are rare, it is recommended that you navigate to the Variance Correction Detail Inquiry screen from either the Net Retailer Credit or Payment Detail Inquiry screens once you have verified that a correction has been posted.

- The NEXT key will advance the user to the next project/account in descending order by Recipient Organization ID.

- The PREV key will return the user to the prior project/account.

6.5   Net Retailer Credit Detail Inquiry

This screen will display the original NRC amount plus any adjustments and/or corrections made to Net Retailer Credit transactions for the reconciliation date selected.

Screen Example:

```
 TH405A                  EBT ACCOUNT MANAGEMENT AGENT              01/26/2001
 THPM405U           NET RETAILER CREDIT DETAIL INQUIRY SCREEN        07:26:16

  PROJECT/ACCOUNT: 12350001 / 09 4253390 0080 0242 9S6008        PGMCD: FSP
       RECON DATE: __ / __ / ____
==============================================================================
   ORIG NRC                                    AMOUNT

==============================================================================
   ADJUSTMENT(S)   DATE                        AMOUNT     RECON


                                                                  MORE:
==============================================================================
   CORRECTION TYPE(S) SEQ                      AMOUNT     RECON


                                                                  MORE:
==============================================================================
   TOTAL AMOUNT
==============================================================================
 NAVIGATE TO:  _ RECON INQ  _ VAR CORR ENTRY  _ VAR CORR DET INQ
 F4=MENU   F5=MAIN   F9=NAVG
```

Field Explanation:

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Pgm Code	Food Stamp Program (FSP); (not modifiable)
Recon Date	The date for which Net Retailer Credit details are displayed (same as NRC date).
Orig NRC Amount	The amount of the original Net Retailer Credit

*	Indicator on which to position the cursor to scroll to additional information in the Adjustments section.
Adjustment Date	The date a specific adjustment was processed
Adjustment Amount	The amount of the adjustment to a specific Net Retailer transaction
Recon	Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)
	N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)
S	Selection field for more detailed information for a specific transaction.
Corr Type(s)	Indicates the type of correction i.e., CORR, CMT
Corr Seq	The order in which a specific correction was processed.
Corr Amount	The amount of the NRC correction corresponding to the reconciliation date.
Recon	(same as above)
Total Amount	Total amount of the NRC, which reflects all adjustments and corrections as soon as they are posted

Functional Steps to display the Net Retail Credit detail data:

    1.   Type the desired Project/Account

    2.   Type the desired date in the Recon Date field and press <Enter>.

System Response:

The system will display the original NRC and any adjustments and/or corrections made to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to variance Correction Detail Inquiry:

3. When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".

4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

5. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

6.6   **Payment Detail Inquiry**

This screen will display the original payment amount plus details for a specific reconciliation date.

Screen Example:

```
 TH410A                    EBT ACCOUNT MANAGEMENT AGENT              01/26/2001
 THPM410U                     PAYMENT DETAIL INQUIRY                   07:27:18

PROJECT/ACCOUNT: 12350001 / 09 4253390 0080 0242 9S6008_____
RECON DATE: __ / __ / ____     PAYMENT DATE: __ / __ / ____
================================================================================
    PAYMENT(S)                                      AMOUNT


                                                                       MORE:
================================================================================
    ADJUSTMENT TYPE(S)                              AMOUNT

                                                                       MORE:
================================================================================
    CORRECTION TYPE(S)   SEQ                 AMOUNT    RECON

                                                                       MORE:
================================================================================
            TOTAL AMOUNT:
================================================================================
NAVIGATE TO: _ RECON INQ     _ VAR CORR ENT     _ VAR CORR INQ
F4=MENU   F5=MAIN   F9=NAVG
E0201  ENTER RECONCILIATION DATE
```

Field Explanation:

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Recon Date	The date for which payment details are displayed (same as corresponding NRC date).
Payment Date	The payment date corresponds to the reconciliation date; system generated

*	Indicator on which to position the cursor to scroll to additional information in the Payment section.
Payment Type	All payment types are PMT
Payment Amount	The amount of the original payment
Adjustment Type	Indicates the type of adjustment i.e., returned payment or book-entry adjustment.
Adjustment Amount	The amount of the payment adjustment corresponding to the reconciliation date
S	Selection field for more detailed information for a specific transaction.
Correction Type	Indicates whether correction (CORR) or only comment (CMT)
Correction Seq	The order in which a specific correction was processed
Correction Amount	The amount of the payment correction corresponding to the reconciliation date
Recon	Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen) N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)
Total Amount	Total amount of the payment, which reflects all corrections as soon as transactions are posted

Functional Steps:

1. Type the desired Project/Account

2. Type the desired date in the Recon Date field and press <Enter>.

System Response:

The system will display the original payment and any adjustments and/or corrections made to the selected project for the specific reconciliation date entered.

Functional Steps to navigate to Variance Correction Detail Inquiry:

> 3. When navigating to a variance correction inquiry screen, tab to the desired transaction and type an "S". Other navigation options do not require an "S".
>
> 4. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

> The system will display the selected screen.

Functional Steps to navigate to NRC Credit/Payment Reconciliation Inquiry:

> 5. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

> The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

- Recent payment data not yet reconciled to Net Retailer Credits is available by entering a date in the RECON DATE field one day prior to the payment date desired.

6.7 Variance Correction Inquiry

This screen displays the amount and comments related to specific variance corrections in ascending order by reconciliation date and sequence number.

Screen Example:

```
 TH415A                    EBT ACCOUNT MANAGEMENT AGENT              01/26/2001
 THPM415U              VARIANCE CORRECTION INQUIRY SCREEN              07:28:02

PROJECT/ACCOUNT:  12350001 /  09 4253390 0080 0242 9S6008
BEGIN RECON DATE:  __ / __ / ____  (START WITH)
================================================================================
 S/X    RECON DT    SEQ          NRC AMOUNT         PAYMENT AMOUNT     RECON




                                                               MORE:
================================================================================
NAVIGATE TO:  _ NRC DET INQ  _  PYMT DET INQ _ RECON INQ  _ VAR CORR ENTRY
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Project/Account	Consists of:
	1. Agency Location Code (ALC) Region Code (not modifiable)
	2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
	3. Program year code (not modifiable)
	4. Letter of credit code
Begin Recon Date	The beginning to display an ascending list of variance corrections for a specific project.
S/X	Selection field for more detailed information for a specific transaction.

Recon Dt   The reconciliation date for a specific variance correction transaction

Seq   The order in which a specific variance correction was processed on the reconciliation date

NRC Amount   The amount of NRC variance correction corresponding to the reconciliation date

Payment Amount   The amount of payment variance correction corresponding to the reconciliation date

Recon   Y = end of day reconciliation program has run (correction amount reflected in payment total on NRC/Payment Reconciliation screen)

          N = end of day reconciliation program has not run (correction amount is not reflected in payment total on NRC/Payment Reconciliation screen)

Functional Steps:

  1. Type the desired Project/Account

  2. Type the desired date in the Begin Recon Date and press <Enter>.

System Response:

  The system will display variance corrections in ascending order beginning with the reconciliation date entered.

Functional Steps to navigate to Net Retailer Credit Detail Inquiry, Payment Detail Inquiry, or Net Retailer Credit/Payment Reconciliation Inquiry follow the steps below:

  3. Tab to the "Navigate to" field and type an X for the desired selection and press F9.

System Response:

  The system will display the selected screen.

PLEASE NOTE:

- A "Navigate To" option must be selected prior to pressing F9.

- Either a NRC or Payment amount will be displayed for a single reconciliation date/sequence.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

- Variance Correction Entry screen is only available to users with FRB Operations access.

6.8 Held Issuance Summary Inquiry

This screen will display in ascending order all issuances held as the result of an unavailable or insufficient program funding beginning with the transaction or effective date indicated. Issuances on hold may also include those returned to Held status due to other project level edits.

Screen Example:

```
 TH520A                    EBT ACCOUNT MANAGEMENT AGENT              01/26/2001
 THPM520U                  HELD ISSUANCE SUMMARY INQUIRY               07:28:54

SELECTION:   H  (H FOR HOLD, A FOR ALL STATUS)

BEGIN TRANSACTION DATE:  __ / __ / ____   BEGIN EFFECTIVE DATE: __ / __ / ____
PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 0242 9S6008
===============================================================================
      TRAN          EFF        FRB ACTION    SEQ            NET CHANGE
*     DATE          DATE          DATE       NUM               AMOUNT    STATUS




                                                                 MORE:
===============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Selection	Consists of: 1. All issuances currently in Held status (H) - the default 2. All issuances previously and currently in Held status (A)
Begin Transaction Date	The date when the issuance was entered into the system
Begin Effective Date	The date when the issuance was made effective

Project/Account   Consists of:
1. Agency Location Code (ALC) Region Code (not modifiable)
2. The ASAP recipient organization identifier (RO ID) for the State with which the account is associated
3. Program year code (not modifiable)
4. Letter of credit code

*   Selection field for detailed information relative to a specific issuance

Tran Date   The date a specific issuance was entered into the system

Eff Date   The date the issuance is designated to become effective

FRB Action Date   The date that the held issuance was either applied (increases the ASAP available balance) or purged

Seq Num   The order in which an issuance was processed on a given transaction date

Net Change Amount   The amount of the net benefit change

Status   A = Applied to Account
H = Held
P = Purged

Functional Steps to Inquire:

1. Type the desired selection (only those issuances currently on hold or all issuances currently and previously on hold). On Hold is the default.

2. Type either the desired transaction or effective date.

3. Type the desired Project/Account and press \<Enter\>.

System Response:

The system will display issuances for the selected project in ascending order from the date entered. Up to nine issuances can be displayed on a screen.

PLEASE NOTE:

- Online issuances in Held status are not included in this list; they are available on the Issuance Approval Summary Inquiry screen.

- Additional information on a specific Held issuance can be obtained by selecting the desired issuance (typing "S" in the asterisk column to the left of the transaction date) and pressing F9 to navigate to the Held Issuance Detail screen.

- Additional data is listed if there is a plus sign (+) beside the More field. Press F8 to scroll down and F7 to scroll up.

6.9   Held Issuance Detail Inquiry

This screen will display detailed information on a Held issuance.

Screen Example:

```
 TH420A                  EBT ACCOUNT MANAGEMENT AGENT                01/26/2001
 THPM420U                HELD ISSUANCE DETAIL INQUIRY                  07:29:30

 HELD TRANSACTION DATE: __ / __ / ____    HELD EFFECTIVE DATE:
 HELD SEQ NUM:    ___



 PROJECT/ACCOUNT:  12350001 / 09 4253390 0080 0242 9S6008
===============================================================================
 STATUS:     FRB ACTION DATE:
                                         AMOUNT
 H ISSUANCE:
 H ISSUANCE OTHER:
 H RETURN COUPON:
 H RETURN EXPUNGEMENT:
 H RETURN OTHER:

    HELD NET BENEFIT CHANGE AMOUNT:



===============================================================================
F4=MENU   F5=MAIN   F6=REFR   F9=NAVG
```

Field Explanation:

Held Transaction Date   The date in which the Held issuance was entered into the system.

Held Effective Date   The date in which the Held issuance is/was to be effective.

Held Seq Num   The order in which the issuance was processed on the transaction
                               date

Project/Account   Consists of:
                               1.   Agency Location Code (ALC) Region Code (not
                                     modifiable)
                               2.   The ASAP recipient organization identifier (RO ID) for the
                                     State with which the account is associated
                               3.   Program year code (not modifiable)
                               4.   Letter of credit code

Status   A = Applied to Account
                            H = Held
                            P = Purged

FRB Action Date   The date that the Held issuance was either applied (increases the
                            ASAP available balance) or purged

H Issuance   The held amount of state authorized benefits to be put into ASAP
                            recipient account, entered by date of benefit availability.

H Issuance Other   Reserved; to be used in the event that FNS needs to separately
                            identify a particular type of issuance.

H Return Coupon   The held amount of benefits returned to the EBT program and
                            reissued as paper coupons.

H Return Expungement   The held amount of benefits removed from recipient accounts
                            when expunged for inactivity.

H Return Other   Any other held benefits removed from recipient accounts, such as
                            voluntary claims repayment or returns due to the death of a
                            recipient.

Held Net Benefit Change   The net figure in this field is automatically calculated by AMA.
Amount

Functional Steps:

> 1.   Type the Held Transaction Date and Sequence Number.
>
> 2.   Type the desired Project/Account and press <Enter>.

System Response:

> The system will display the current status, FRB Action Date (if applied or purged), and
> amounts for all issuances associated with the Held issuance transaction requested.

PLEASE NOTE:

- Navigate to the Held Issuance Summary Inquiry/Maintenance screen for this project/account,
  beginning with the transaction date indicated, by pressing F9.

7.0   Report Request Menu

The purpose of the Report Request Menu is to provide the means for AMA users to request reports for the review of daily activity for those project/account(s) to which the operator has access.

Screen Example:

```
TH055A           EBT ACCOUNT MANAGEMENT AGENT        04/13/2001
  THPM055N                REPORT REQUEST MENU         09:20:34




          <1> ISSUANCE/RETURNS/REVERSALS/PAYMENT REPORT












                  SELECTION: __


F5=MAIN
I1000  ENTER SELECTION, THEN DEPRESS ENTER TO CONTINUE
```

Functional Steps:

1.   Type the appropriate option number in the selection field and press the <Enter> key.

System Response:

Once you press <Enter> the AMA system will display the appropriate screen for the menu item selected.

7.1 Issuance/Returns/Reversals/Payment Report

This screen identifies the project/account, effective or transaction date, and date range for the requested report.

Screen Example:

```
TH215A          EBT ACCOUNT MANAGEMENT AGENT          04/13/2001
THPM525U  ISSUANCE/RETURNS/REVERSALS/PAYMENTS REPORT REQUEST ENTRY   09:21:37

AGENCY LOCATION CODE/REGION: 12350001 / 09
RECIPIENT ID: 4810157          SHORT NAME:
ACCOUNT ID:  0080 ____ 9S6008      SHORT NAME:
============================================================================

_ EFFECTIVE DATE  _ TRANSACTION DATE      FROM: __ / __ / ____ TO: __ / __ / ____
                                            OR ALL _




FAX NUMBER: ( ___ ) ___ - ____





_____
F4=MENU  F5=MAIN  F6=REFR
I1001  ENTER DATA, THEN DEPRESS ENTER
```

Field Explanation:

Account ID	Consists of the 4-digit Letter of Credit code
Effective Date	Designated if the operator desires a report based on the effective date of the issuances
Transaction Date	Designated if the operator desires a report based on the transaction date of the issuances
From/To/or All	The date range requested for the report
Fax Number	The fax number to which the report will be delivered.

Functional Steps:

1. Type the 4-digit Letter of Credit code number for the project/account desired (if required).

2. Type an 'x' to indicate either the Effective Date or Transaction Date sort sequence and press <Tab>

3. Type the date range desired or, if all transactions from the project/account begin date to the current, type an 'x' to indicate All and press <Tab>

4. Type the fax number, including area code, and press <Enter>

System Response:

Once you press <Enter>, the AMA system will edit all fields. Applicable error messages will be returned at the bottom of the screen with corresponding fields highlighted if edits are not passed. You may correct data as desired and press <Enter> again. Once the data entered passes all edits, press F11 to post the request or F10 to cancel.

The Issuance/Returns/Reversals/Payments Report will be delivered to your fax machine the following morning.

PLEASE NOTE:

- For payments, the settlement date will be indicated under the effective date column and no sequence number will be identified. If a payment settled on the same date as an issuance and/or return transaction are effective, the payment amount will be included in the same row with the other transactions.

- Reversals to issuance and return transactions and returned payments are indicated by a trailing minus sign.

Report Sample - Sorted by Effective Date

```
THPQ625U                      EBT ACCOUNT MANAGEMENT AGENT               03/15/2001
09:55
REQUESTED BY: E1CGSCS    ISSUANCE/RETURNS/REVERSALS AND PAYMENT REPORT        PAGE:   1
AGENCY LOCATION CODE/REGION: 1235001/09
RECIPIENT ID: 0166277     SHORT NAME: FRB-AMA   EFFECTIVE DATE: FROM: 07/01/2000 TO: 07/31/2000
ACCOUNT ID:   008003019S6008 SHORT NAME: ALDHR
  EFF DATE    TRANS DATE SEQ      ISSUANCE/      RETURNS      RETURNS     RETURNS    SETTLED PYMT/
                         NUM    ISSUANCE OTHER    COUPON      EXPUNGED     OTHER     RETURN PYMT
 _____  _____  ____   _____  _____    _____   _____   _____
  07/07/2000 06/30/2000 002   2,769,661.00        0.00        0.00       50.00            0.00
                                      0.00                                                0.00

  07/07/2000 07/07/2000 002     319,015.00        0.00        0.00        0.00    2,027,545.00
                                      0.00                                                0.00

  07/07/2000 07/10/2000 001           0.00    1,261.00        0.00        0.00            0.00
                                      0.00                                                0.00

  07/08/2000 06/29/2000 003     537,468.00        0.00        0.00        0.00            0.00
                                      0.00                                              300.00-

  07/08/2000 07/08/2000 000           0.00        0.00        0.00        0.00    5,426,112.72
                                      0.00                                                0.00

  07/09/2000 07/06/2000 001           0.00      358.00        0.00        0.00            0.00
                                      0.00                                                0.00

  07/10/2000 06/30/2000 002   2,769,661.00        0.00        0.00       50.00    2,027,545.00
                                      0.00                                                0.00

  07/11/2000 07/07/2000 002     319,015.00        0.00        0.00        0.00            0.00
                                      0.00                                                0.00

  07/12/2000 07/10/2000 001           0.00    1,261.00-       0.00        0.00            0.00
                                      0.00                                                0.00
```

Report Sample - Sorted by Transaction Date

```
THPQ625U                    EBT ACCOUNT MANAGEMENT AGENT                   03/15/2001
09:55
REQUESTED BY: E1CGSCS   ISSUANCE/RETURNS/REVERSALS AND PAYMENT REPORT        PAGE:    1
AGENCY LOCATION CODE/REGION: 1235001/09
RECIPIENT ID: 0166277      SHORT NAME: FRB-AMA   TRANSACTION DATE: FROM: 07/01/2000 TO:
07/31/2000
ACCOUNT ID:   008003019S6008 SHORT NAME: ALDHR
  EFF DATE    TRANS DATE SEQ      ISSUANCE/      RETURNS     RETURNS     RETURNS    SETTLED PYMT/
                         NUM   ISSUANCE OTHER    COUPON      EXPUNGED    OTHER      RETURN PYMT
 _____  _____ ____   _____   _____    _____    _____   _____
  07/07/2000 07/06/2000 002    2,769,661.00        0.00        0.00       50.00          0.00
                                       0.00                                             0.00

  07/07/2000 07/07/2000 002      319,015.00        0.00        0.00        0.00     2,027,545.00
                                       0.00                                             0.00

  07/07/2000 07/10/2000 001            0.00    1,261.00        0.00        0.00          0.00
                                       0.00                                             0.00

  07/08/2000 07/11/2000 003      537,468.00        0.00        0.00        0.00          0.00
                                       0.00                                           300.00-

  07/12/2000 07/12/2000 000            0.00        0.00        0.00        0.00     5,426,112.72
                                       0.00                                             0.00

  07/09/2000 07/15/2000 001            0.00      358.00        0.00        0.00          0.00
                                       0.00                                             0.00

  07/10/2000 07/16/2000 002    2,769,661.00        0.00        0.00       50.00     2,027,545.00
                                       0.00                                             0.00

  07/11/2000 07/17/2000 002      319,015.00        0.00        0.00        0.00          0.00
                                       0.00                                             0.00

  07/12/2000 07/18/2000 001            0.00    1,261.00-       0.00        0.00          0.00
                                       0.00                                             0.00
```

8.0   Contingency Processing

8.1   Recovery Guidelines

The total amount of time from the FRB declaration of disaster to full recovery will not exceed 18 hours. If emergency issuances are required during this outage period, the Processor should contact the ASAP/AMA CBAF Hotline at (804) 697-8384.

8.2   Contingency Procedures

Scenario 1:   Loss of AMA Application or Mainframe Computer

1.   The ASAP/AMA Central Business Application Function (CBAF) will notify FNS Headquarters and, under certain circumstances, the EBT Processors that the application is unavailable and that users should not attempt to access the AMA screens. If the outage is greater than several hours during normal business hours, status updates will be available on the CBAF Information line, (804) 697-7979.

2.   The AMA application will be recovered to the backup image at the remote recovery site and settled to the ASAP application.

3.   After successful recovery, the ASAP/AMA CBAF will notify the EBT Processors and FNS Headquarters that the contingency recovery has been completed.

Scenario 2:   Inaccessibility or Inoperability of FRB AMA Operations Site

If a situation arises which would prevent the FRB AMA Operations staff from accessing their work area, staff will relocate to their contingency site. FRB AMA Operations staff will continue to operate from this location until such time as they can effectively return to their normal work area to resume daily operations. Notification will be sent to all EBT Processors and FNS Headquarters outlining the nature and expected duration of relocation. Physical staff relocation will not affect the AMA application itself and, consequently, will not prevent the processors from performing their work.

PROJECT	**Account Management Agent**	REL #	5.0
DOCUMENT	Processor/Recipient User Guide	DATE	06/24/02
SECTION 9	Contact List	PAGE	130

9.0   Contact List

If you have questions:	Call	Availability
For Logon ID or Password Problem, Encryption or Connection Problem	FMS' Regional Finance Center: Philadelphia (215) 516-8021 San Francisco (415)817-7182 Kansas City (816) 414-2100	8:00 am-4:30 pm ET 7:30 am-5:00 pm PT
Your AMA Account, the AMA Application, or AMA enrollment procedures	AMA Hotline Federal Reserve Bank of Richmond (804) 697-8384	8:00 am-5:00 pm ET