



ASAP.gov New Features Guide

Payment Requestors/Recipients

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Department of the Treasury
Financial Management Service 

The logo for the Financial Management Service (FMS) consists of the letters 'fms' in a bold, italicized, black, sans-serif font.

ASAP.gov New Features Guide - Payment Requestors

Overview:	3
Requirements to Run ASAP.gov	3
Technical Tips	5
General Navigation Features	5
Logging On:	7
<i>Single Sign On</i>	7
<i>Homepage</i>	8
<i>Drop Down Menus</i>	9
<i>Three (3) or Four (4) Step Process</i>	10
<i>Find</i>	11
<i>Or Partial</i>	11
<i>Paging</i>	13
<i>Display Selection Criteria</i>	14
<i>'Shopping Cart' Feature</i>	15
<i>Help</i>	17
<i>Access</i>	17
<i>'Help for this Step' & 'Help for this Page'</i>	18
<i>Linked Profiles</i>	20
Initiate Payment Request:	21
<i>Managing Remittance Data</i>	21
<i>Creating and Using Templates</i>	24
<i>Modifying and Deleting Templates</i>	25
Payment Schedules:	26
<i>Create Payment Schedule</i>	26
<i>Modify Payment Schedule</i>	29
Inquiries and Reports:	31
<i>Inquiries</i>	31
<i>Reports</i>	33
Notifications:	36

ASAP.gov New Features Guide - Payment Requestors

Overview:

Welcome to the New Features Guide for ASAP.gov. This guide provides an overview to you, the Payment Requestor, of new features available in ASAP.gov and general information.

Getting Started:

- ◆ Browser Requirements/URL – Defines the browser requirements in order to use ASAP.gov and the URL.
- ◆ Single Sign On – Users only have to enter their User ID and Password once.

Requirements to Run ASAP.gov

Follow the chart below to help you determine any upgrades required to access & use ASAP.gov. To effectively use the chart, you should first determine your computer's operating system.

Your Current Configuration	Upgrade Action Required
Windows 3.0 or 3.1	Upgrade to Windows 95, 98, 2000, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x). Note: You may need additional disk storage.
Windows 95, 98, 2000, XP, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x.)	No Action Required.
Internet Explorer 4.x or Netscape 3.x	Upgrade to Internet Explorer 5.x or Netscape 4.x or 7.x browser – or greater (except Netscape 6.x).
Netscape 6.x browser	ASAP.gov does NOT support Netscape 6.x. Upgrade to 7.x or use Internet Explorer 5.x – or greater.
DOS	Upgrade to Windows 95, 98, 2000, XP, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x.) Note: You may need additional disk storage.

ASAP.gov New Features Guide - Payment Requestors

Macintosh OS with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x).	No Action Required.
Linux OS with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x).	No Action Required.
Mozilla 4.x or 7.x Internet browser	No Action Required.
AOL Internet browser	ASAP.gov does NOT support AOL Internet browser. Upgrade your browser to Internet Explorer 5.x or Netscape 4.x – or greater (except Netscape 6.x.)
Internet access not available	You will need an Internet Service Provider (ISP), an Internet Explorer 5.x or Netscape 4.x – or greater – browser (except Netscape 6.x), and a modem.

Internet Explorer: For information about downloading the latest version, visit the following website: <http://www.microsoft.com/windows/ie/default.asp>.

Netscape: For information about downloading the latest version, visit the following website: <http://channels.netscape.com/ns/browsers/default.jsp>

General:

ASAP.gov Availability

ASAP.gov is available for the following transaction types during the following hours:

Account/Authorizations

Batch: 24 hours a day

Online: 8:00 am – 9:00 pm ET Monday – Friday, excluding Federal holidays

Payments

Automated Clearing House (ACH) payments (next-day payments):

8:00 am – 11:59 pm ET Monday – Friday, excluding Federal holidays

Fedwire payments (same-day payments):

8:00 am – 5:45 pm ET Monday – Friday, excluding Federal holidays

ASAP.gov New Features Guide - Payment Requestors

Technical Tips

Problems Logging On

If you are experiencing problems logging onto ASAP.gov it may be due to one or a combination of the following. For further assistance, please contact your servicing RFC.

- ◆ The ASAP.gov application is unavailable at this time. Operating hours for ASAP.gov are 8:00 am – 11:59 pm ET Monday –Friday except holidays. The application may be available for inquiries and reports outside of these hours.
- ◆ Your operating system or browser version may not support the ASAP.gov application. Please see the “Requirements to Run ASAP.gov” below for additional information.

Verify your Logon ID and password. The ASAP.gov Logon ID and password are case sensitive (an upper case letter is different from a lower case letter). If you haven't been in ASAP.gov for a while, your password may need to be reset call FRB CBAF (804) 697-8384.

Viewing

- ◆ ASAP.gov Internet is best viewed with a minimum of 800 by 600 resolution (pixels). Please consult your IT Department for assistance with changing your screen settings.
- ◆ ASAP.gov is compliant with Section 508 of the Rehabilitation Action (29 U.S.C. 794d). Users needing a 508 accessible website must use Internet Explorer or Netscape 7.1 browsers.
- ◆ Starting April 2004, Certifying Officers must use Internet Explorer or Netscape 7.1 browsers.

General Navigation Features:

- ◆ Homepage – Once signed on, users are presented with a multi-faceted homepage with Messages and Notifications.
- ◆ Do not use the browser's (e.g., Internet Explorer or Netscape) Back and Forward buttons to move from Step to Step within ASAP.gov. This will prompt a navigation error, returning you to the step from which you came.
- ◆ Only click once on all the navigation buttons, icons, and links within ASAP.gov.
- ◆ Drop down menus – Drop down menus allow the user to navigate throughout the site.
- ◆ 3 to 4 Step Process – Each function within ASAP.gov has only a three (3) or four (4) step process in order to complete.
- ◆ Find Feature – If a user has forgotten the specific ID of the Recipient or the Federal Agency, they have available a find feature that will assist them in searching for the specific ID they need in order to complete a transaction.

ASAP.gov New Features Guide - Payment Requestors

- ◆ Paging – ASAP.gov has a paging feature in order to present data to more efficiently and organized.
- ◆ Display Selection Criteria – Users will now be able to see exactly what was entered in order to retrieve a specific set of data.
- ◆ Shopping Cart Feature – Users can create a “Shopping Cart” of Payment Requests.
- ◆ Help – An interactive online guide will assist the user step by step through a specific transaction.
- ◆ Linked Profiles – Whenever an account ID, Recipient ID, or Agency ID is displayed, the user will be able to click on that particular ID and view the profile.

Initiate Payment Request:

- ◆ Manage Remittance Data – Users can add remittance data for each payment request. In addition, users can divide up the specific payment request into multiple remittance codes.
- ◆ Creating, Using, and Deleting Templates – Users can now create, modify, and delete payment templates. This allows users to use the same template over and over again for payment requests.

Payment Schedules:

- ◆ Create a Payment Schedule – Users can schedule a payment request for up to one year in advance. In addition, users can also set recurring payment schedules for weekly or monthly time frames.
- ◆ Modify Payment Schedule – Users can modify or delete previously created payment schedules.

Inquiries and Reports:

- ◆ Inquires – Users have immediate access to same day inquiries on their transactions in a variety of downloadable formats.
- ◆ Reports – Users can access reports for all activity, up to and including the previous business day, in a variety of downloadable formats.

Notifications:

- ◆ Users can retrieve notifications that are specifically created for them. Users can receive emails directly from ASAP.gov.

This document only describes and explains the new features of ASAP.gov. It is assumed that the user has experience using a web-based application and is familiar with the legacy ASAP System. Users also have access to online help at every step of a specific transaction, which explains in detail what the user needs to do in order to proceed to the next step and to complete the transaction.

ASAP.gov New Features Guide - Payment Requestors

Logging On:

Single Sign On

ASAP.gov
Automated Standard
Application for Payments - on
the Web

Log On to ASAP.gov

User ID :

Password :

Logon

[Having Trouble Logging On?](#)

[Contact Us](#) [Enroll](#) [ASAP General Information](#)

WARNING: This is an Official United States Government System, which may be used only for authorized purposes. Unauthorized modification of any information stored on this system may result in criminal prosecution. The Government may monitor and audit the usage of this system, and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. Unauthorized attempts to upload information or change information on this service are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

ASAP.gov offers users a single sign on page as shown above. The URL for signing on is www.asap.gov. User IDs and passwords are assigned to users upon enrollment. Remember, when logging in, the password IS CASE SENSITIVE. After three (3) attempts with the incorrect password, you will have to call the ASAP hotline in order to get your password reset (1-804-679-8384, ASAP CBAF Help Desk), as ASAP.gov will lock your User ID.

ASAP.gov New Features Guide - Payment Requestors

General Navigation:

Homepage

The screenshot shows the ASAP.gov homepage in a Microsoft Internet Explorer browser window. The page includes a navigation menu with buttons for 'Enrollments', 'Payment Requests', 'Federal Agency Functions', 'Reports', 'Inquiries', and 'Help'. A 'HOME' button is also visible. The user's name 'John Doe' and organization 'ABC University' are displayed at the top right. On the left, there are buttons for 'User Documentation' and 'Contact Us'. The main content area features several links for '30 Online authorizations awaiting certification', '4 Batch authorizations with a total of 80 authorizations awaiting certification', '4 Payment requests awaiting review', and '40 notifications awaiting review'. A 'Broadcast Messages' section at the bottom contains a system maintenance announcement: 'ASAP.GOV will be down for system maintenance from 11pm Thursday November 27 until 4am Friday, November 28'. Callout boxes with lines pointing to the page identify: 'User Name and Organization' (pointing to the user info), 'Homepage Messages' (pointing to the authorization links), 'Broadcast Messages' (pointing to the maintenance announcement), and 'Application Drop-Down Menus' (pointing to the 'Enrollments' and 'Payment Requests' buttons).

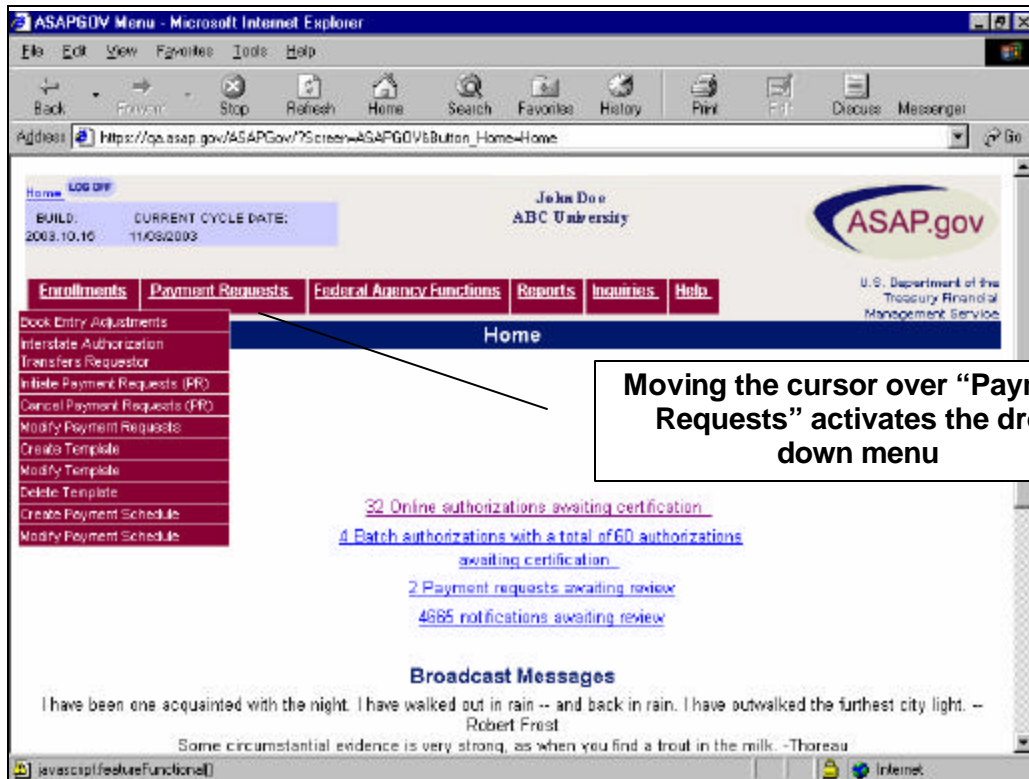
When a user signs on to ASAP.gov, their user name and organization appears at the top of the page. In addition, they will be presented with two (2) different types of messages; Broadcast Messages and Homepage Messages, as displayed above.

Broadcast Messages are general messages to all ASAP.gov users and are displayed at the bottom of the Homepage. Announcement of a Federal holiday or a scheduled system outage are examples of a Broadcast message.

Homepage Messages notify select users that items are awaiting their action and are displayed as links. By clicking on the Homepage Message, the user is taken to Step 1 of the pending action. Homepage Messages are different than Broadcast Messages as they are only displayed to users qualified with certain roles (i.e., Certifying Officer).

ASAP.gov New Features Guide - Payment Requestors

Drop Down Menus



ASAP.gov allows the user to choose the transaction type they would like to complete by using drop down menus. The drop down menus follow the user throughout the application. Moving the cursor over a specific menu title activates the pull down menu. Above is a typical pull down menu available for Payment Requestor Organizations. A user only has to place the cursor on the desired menu option and click once. Each user will only have access to those functions for which they have been enrolled. For example, a Payment Requestor will not have access to any of the Federal Agency options.

If a user is in the middle of a transaction (i.e., a Payment Request), choosing a menu option will cancel that activity and take the user to Step 1 of the selected menu option. For example, if a user is on step 3 of 4 of Initiate a Payment Request and chooses Create Template from the above pull down menu, a pop-up appears warning the user that they are about to cancel their specific transaction. If the user clicks "ok", then Initiate a Payment Request will be cancelled. The exception to this is when the user chooses a menu option when at a confirmation step (usually step 4....see the below section entitled "3 to 4 step process" for more information).

ASAP.gov New Features Guide - Payment Requestors

Three (3) or Four (4) Step Process

The screenshot shows a Microsoft Internet Explorer browser window displaying the ASAP.gov website. The browser's address bar shows the URL <http://it.asap.gov/ASAPGov/>. The page header includes a user profile for "John Doe" at "ABC University" and the ASAP.gov logo. A navigation menu contains links for "Enrollments", "Payment Requests", "Federal Agency Functions", "Reports", "Inquiries", and "Help". The main content area is titled "Initiate Payment Request" and shows "Step 1 of 4: Retrieve Accounts".

Enter one or more of the following

Recipient ID :	<input type="text"/>	<input type="button" value="Find"/>
ALC / Region :	<input type="text"/> / <input type="text"/>	<input type="button" value="Find"/>
Account ID (or partial) :	<input type="text"/>	

Or

Select a Template :

Specify Payment Information

* Payment Request Type :

ASAP.gov is designed so that each function either has 3 or 4 steps. The last step is always the confirmation step. For example, for the above transaction, Step 1 is Retrieve Accounts, Step 2 is Enter Payment Transactions, Step 3 is Review Payment Transactions, and Step 4 is Payment Transaction Confirmation. Within ASAP.gov there are no more than 4 steps to complete any transaction, although there may be substeps within a transaction.

ASAP.gov New Features Guide - Payment Requestors

Find

Initiate Payment Request - Microsoft Internet Explorer

Address: <https://ft.asap.gov/ASAPGov/>

Home LOG OFF

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/03/2003

John Doe
ABC University

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

Initiate Payment Request

Step 1 of 4
Retrieve Accounts

Enter one or more of the following

Recipient ID: Find

ALC / Region: / Find

Account ID (or partial):

Or

Select a Template:

Specify Payment Information

* Payment Request Type:

FIND button assists the user in identifying the Recipient ID

Find Recipient ID - Microsoft Internet Explorer

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Find Recipient ID

Enter one or more of the following:

Recipient Name (or partial):

State:

Organization Type:

Continue Exit Screen

Enter Criteria and Click "Continue" to Retrieve a List of Recipient IDs

While conducting a transaction, ASAP.gov allows the user to search, based upon specific criteria, if they are unsure of the data to enter. For example, in the above illustration, a find button is located next to Recipient ID and ALC/Region. If the user does not know the Recipient ID, he/she can click "Find" and be presented with a pop-up window, as displayed below, which assists in identifying the Recipient ID. Once the user fills in the criteria and clicks "Continue", they are presented with a list of Recipient IDs matching the criteria. The user selects the desired Recipient ID from the list and clicks "Apply". The Recipient ID is displayed in the Recipient ID field.

ASAP.gov New Features Guide - Payment Requestors

'OR PARTIAL'

When you don't know the exact ID (Recipient, Requestor, ALC/Region, on Account), you can retrieve a list by using wildcard characters (% and _) preceding, in the middle of, or following the ID you are seeking. The ASAP.gov partial search feature does not work with the Windows-based "*" wildcard.

Examples for use of percent (%): (Do not enter quotation marks, " ", they are used here for explanation only.)

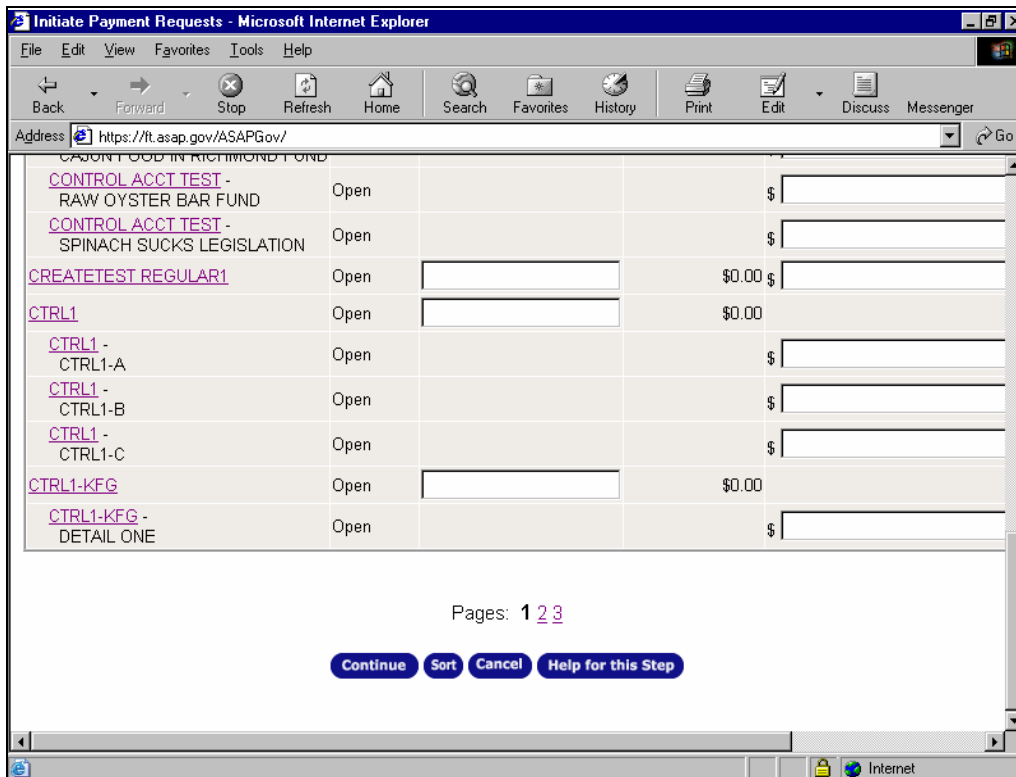
- Typing "%cat" into the Account ID field could result in "wildcat, bobcat, and cat"
- Typing "cat%" into the Account ID field could result in "catalog and cat"
- Typing "%cat%" into the Account ID field could result in "wildcat, bobcat, catalog, and cat"

Examples for use of underscore (_):

- Typing "_234" into the Account ID field could result in "1234"
- Typing "456_" into the Account ID field could result in "4567"
- Typing "67_9" into the Account ID field could result in "6789"

ASAP.gov New Features Guide - Payment Requestors

Paging



Pages: 1 2 3

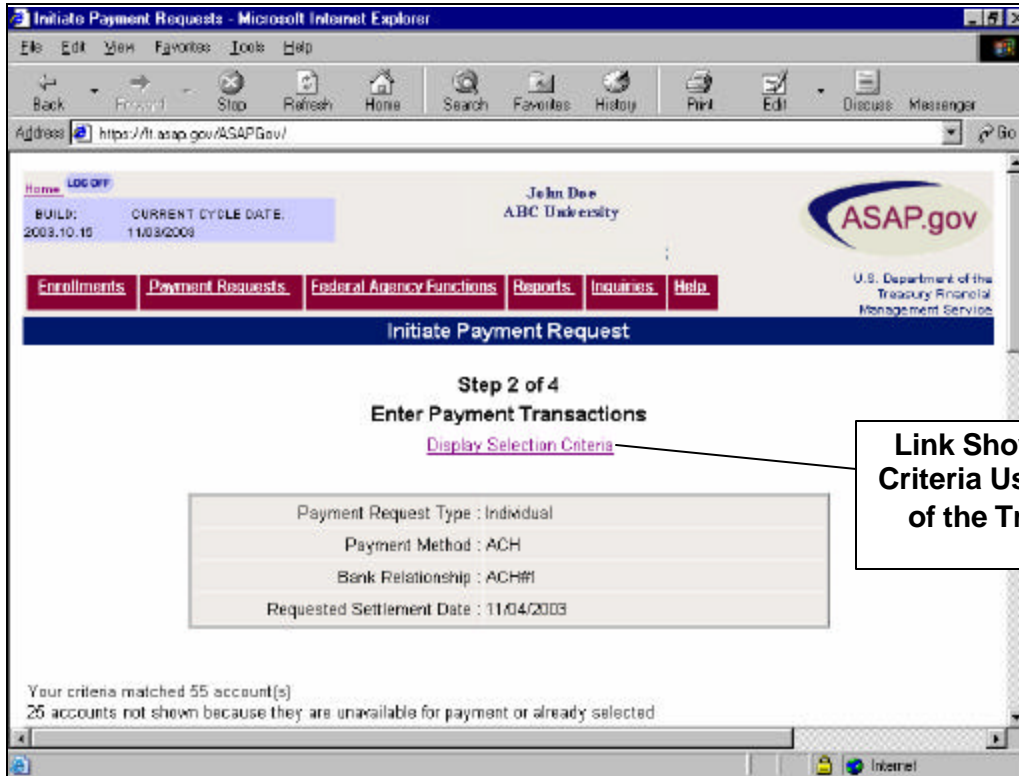
Pages of Information

[Continue](#) [Sort](#) [Cancel](#) [Help for this Step](#)

ASAP.gov uses a paging feature. If a user retrieves a listing of accounts, the number of accounts may exceed what can fit on a single page within the browser. Each page will display up to 20 account lines. In the above example, there are 3 pages. Users will always know which page they are one by looking at the display. In the above example, the user is at page one (in black) and page 2 and 3 are displayed as links. The user can click on the linked pages to be taken to that page.

ASAP.gov New Features Guide - Payment Requestors

Display Selection Criteria



Link Shows Specific Criteria Used in Step 1 of the Transaction

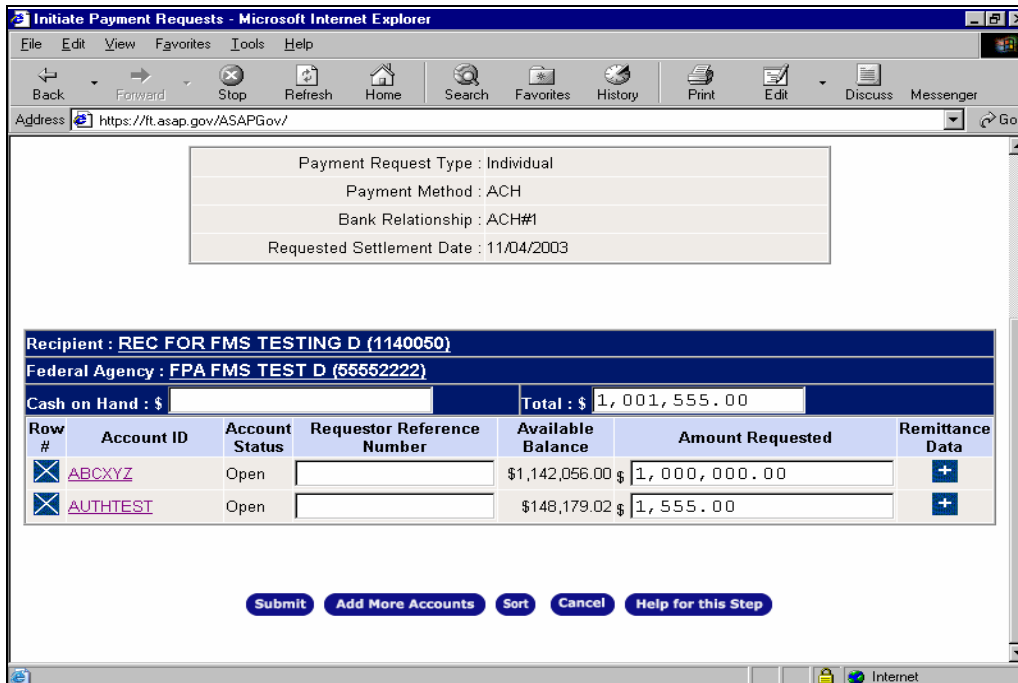
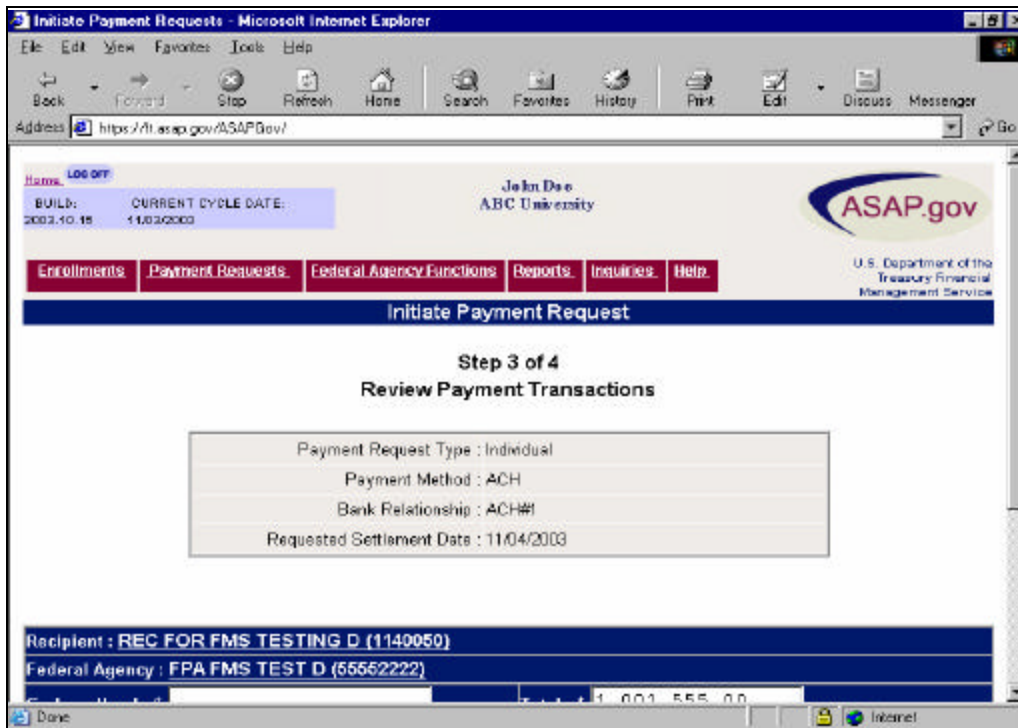


Pop-up Box Displays Selection Criteria

In most cases, Step 1 of a transaction requests users to specify certain criteria in order to conduct a transaction. On subsequent steps, users have the ability to see what specific criteria they used in Step 1 by clicking the link “Display Selection Criteria” (which is always located under the step number and the description of the step as indicated above). Clicking this link will bring up a pop-up box as shown in the example below.

ASAP.gov New Features Guide - Payment Requestors

'Shopping Cart' Feature

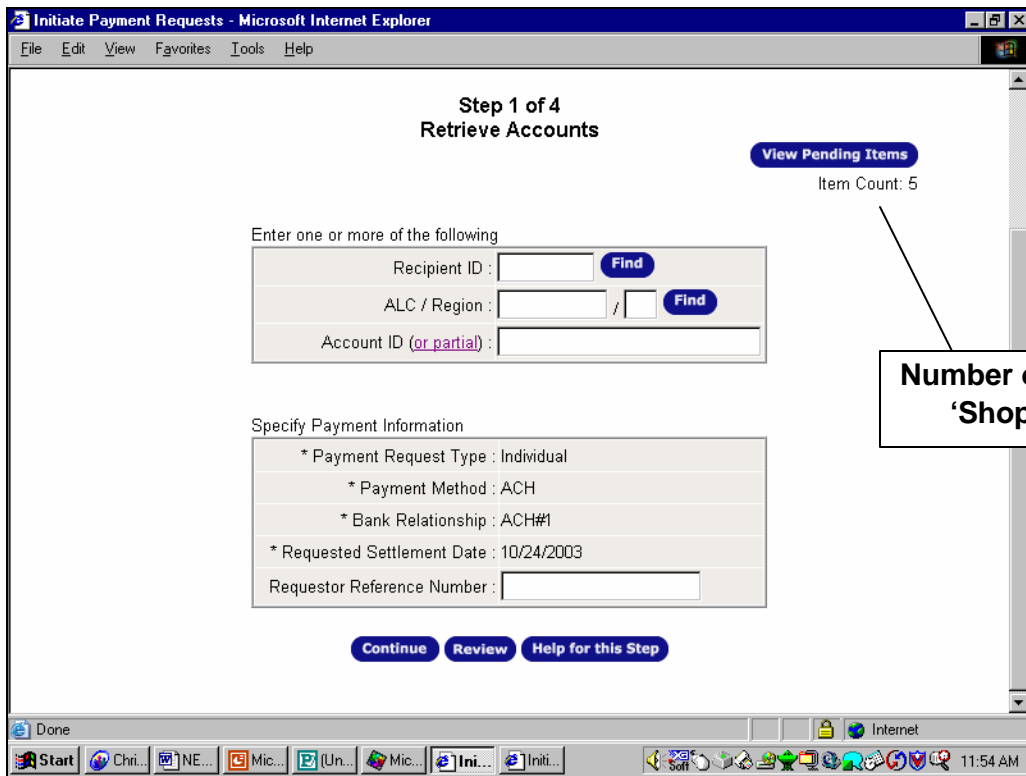


The Add More Accounts button (as shown above), appears on step 3 of Initiate a Payment Request and will return you to Step 1 where you can enter selection criteria to retrieve additional accounts.

ASAP.gov New Features Guide - Payment Requestors

When you return to Step 1, the transaction you just entered will be temporarily saved in a “shopping cart” and you will not be able to update certain criteria.

However, you will be able to view your transaction set at any time by clicking the **View Pending Items** button located in the upper right corner of Steps 1 and 2, as shown below. The “item count” shows the # of items in the shopping cart. This feature is only available in Initiate a Payment Request.



ASAP.gov New Features Guide - Payment Requestors

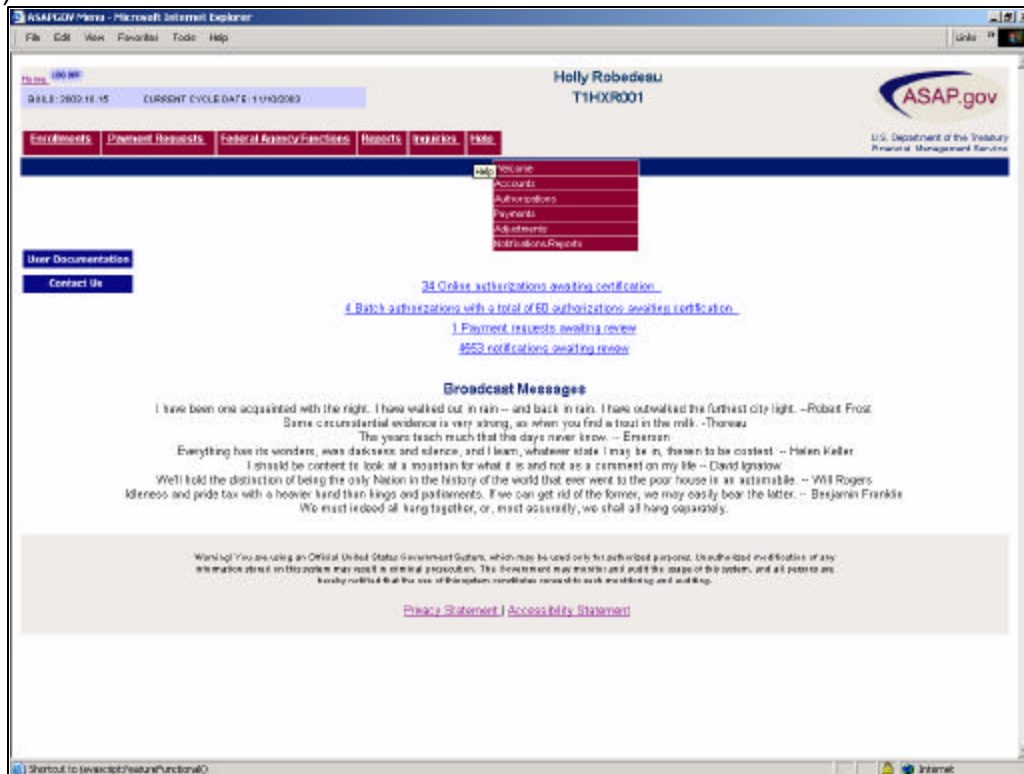
Help

ASAP.gov HELP is an Internet-based Help system available to all users via the ASAP.gov application. It provides access to extensive information that is organized to facilitate quick and easy look-up and is comprehensive to answer all questions concerning the new ASAP.gov Internet application. A readily-available Table of Contents and complete Glossary of ASAP.gov terms are also on hand for the user's aide. Help is also convenient in that special navigational features make the system easy to use. As an example, by right clicking anywhere in a window, you can print the Help page.

Access

ASAP.gov Help can be accessed two ways: 1) Through the burgundy flyover menu entitled 'Help', located in the Header, and 2) Through the blue 'Help for this Step' or 'Help for this Page' buttons located on the bottom of each transaction screen.

1)



When entering Help from the flyover, the user is provided the opportunity to choose the home page for a function, such as payments or authorizations, or for the Help system itself. However, if the user chooses to enter from a 'Help for this Step' or 'Help for this Page' button, a comprehensive explanation and description of the displayed Step will be provided.

ASAP.gov New Features Guide - Payment Requestors

2)

Initiate Payment Request - Microsoft Internet Explorer

Holly Robedeau
T1HXR001
Working For 1167862

ASAP.gov
U.S. Department of the Treasury
Financial Management Service

03/13/2003 10:10 AM CURRENT CYCLE DATE: 1/19/2003

Commitments Payment Requests Federal Agency/Function Reports Inquiries Help

Initiate Payment Request

Step 1 of 4
Retrieve Accounts

Enter one or more of the following

Recipient ID: Find

ALC / Regis: / Find

Account ID (optional):

Or

Select a Template: --None--

Specify Payment Information

* Payment Request Type: --Select--

* Payment Method: --Select--

* Bank Relationship: --Select--

* Requested Settlement Date: / /

Requester Reference Number:

Continue Help for this step

'Help for this Step' & 'Help for this Page'

One of the most unique and exciting features of the ASAP.gov system is the extensive information provided for the user to fully understand and complete each unique transaction step within ASAP.gov. When the user selects the 'Help for this Step' and 'Help for this Page' buttons, step-specific information is displayed. Help breaks down the step and defines its purpose, actions, terms, and buttons to support the user during the transaction.

ASAP.gov New Features Guide - Payment Requestors

Step 1: Initiate payment request pr - Microsoft Internet Explorer

ASAP.gov HELP

HELP FOR THIS STEP
Initiate Payment Requests (PR)

Step 1 of 4
Retrieve Accounts

PURPOSE OF STEP

This is the first step of the process for a Payment Requestor to initiate a payment request. On this step, you will specify the criteria of the accounts you wish to retrieve as well as define some data to characterize the payment request.

ACTIONS FOR THIS STEP

- Specify the account(s) that you wish to retrieve.
Enter one or more of the following criteria to retrieve your desired accounts:
Recipient ID, ALC/Region, and Account ID ([see MANUAL](#))
Note:
 - You can search for the Recipient ID and ALC/Region using [Find](#).
 - You can enter a partial Account ID using wildcards (the ["or partial"](#) link provides further explanation).
- Specify Template information by entering the Template Name
- Specify payment information by completing the following required fields:
 - Payment Request Type - select either Individual or Summary
 - Payment Method - select either ACH or Fedwire
 - Bank Relationship - defined in the Payment Requestor profile
 - Requested Settlement Date - if you specify Fedwire, the settlement date is the current business date (or the following business day if Funds cutoff time has passed); if you specify ACH, you must can enter a date from one to 365 days after the current business date, if the Agency allows it within the account and/or agency profile.
- You may enter an optional Requestor Reference Number.
- Click [Continue](#).

ASAP TERMS FOR THIS STEP

Definitions for the following terms are available in the Glossary. When you click on a term below, a definition will be provided. To return to this page, simply close the browser window that has provided the definition. This can be done by clicking the "X" in the upper right-hand corner of the window.

[RECIPIENT ID](#)
[ALC/REGION](#)
[ACCOUNT ID](#)
[TEMPLATE](#)
[PAYMENT REQUEST TYPE](#)
[PAYMENT METHOD](#)
[BANK RELATIONSHIP](#)
[REQUESTED SETTLEMENT DATE](#)
[REQUESTOR REFERENCE NUMBER](#)

BUTTONS & LINKS FOR THIS STEP

[Find](#) A utility associated with helping find specific information for enterable fields, usually in specifying selection criteria.

[Continue](#) This button will advance you to the next step.

[Help for this step](#) Opens HELP in a new browser window, which gives information specific to the corresponding ASAP.gov Step.

[\(or partial\)](#) This is a link that displays a description of how the 'or partial' function behaves. When you do not know the exact entry, you can retrieve a list by using wildcard characters (% and _) that will precede or follow a set of data. See [FREQUENTLY ASKED QUESTIONS](#) for more information.

[NEXT STEP](#)
[PROCEDURES](#)
[TIPS & TRICKS](#)
[BACK TO TOP](#)
[ERROR MESSAGE EXPLANATIONS](#)
[PAYMENTS HOME](#)

ASAP.gov New Features Guide - Payment Requestors

Linked Profiles

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : REC FOR FMS TESTING D (1140050)
Federal Agency : FPA FMS TEST D (55552222)

Cash on Hand : \$ [] Total : \$ 1,001,555.00

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open	[]	\$1,142,056.00	\$ 1,000,000.00	+
<input checked="" type="checkbox"/>	AUTHTEST	Open	[]	\$148,179.02	\$ 1,555.00	+

[Submit](#) [Add More Accounts](#) [Sort](#) [Cancel](#) [Help for this Step](#)

ID Links

Federal Agency Profile

Name	FPA FMS TEST D
Agency Location Code/Region	55552222
City	WASHINGTON
State	DC

[Close Window](#)

Federal Agency Profile Pop-up Accessed by Clicking ID Link

Within ASAP.gov, users can click on IDs (ALC, Recipient, and Account) and bring up the specific profile in a pop-up. Examples of these links are shown above. An example of the ALC profile pop-up is shown below.

ASAP.gov New Features Guide - Payment Requestors

Initiate Payment Request:

Managing Remittance Data

The screenshot shows a Microsoft Internet Explorer browser window titled "Initiate Payment Requests - Microsoft Internet Explorer". The address bar shows "https://ft.asap.gov/ASAPGov/". The page content includes a summary box with the following information:

- Payment Request Type : Individual
- Payment Method : ACH
- Bank Relationship : ACH#1
- Requested Settlement Date : 11/04/2003

Below this is a recipient information section:

- Recipient : REC FOR FMS TESTING D (1140050)
- Federal Agency : FPA FMS TEST D (65552222)

A summary row shows "Cash on Hand : \$" followed by a blank field and "Total : \$ 1,001,555.00".

Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open		\$1,142,056.00	\$1,000,000.00	+
<input checked="" type="checkbox"/>	AUTHTEST	Open		\$148,179.02	\$1,555.00	+

At the bottom of the table are several buttons: "Submit", "Add More Accounts", "Sort", "Cancel", and "Help for this Step".

A callout box on the right side of the screenshot points to the "+" links in the "Remittance Data" column, containing the text: "Remittance Data can be added by Clicking Link".

Payment Requestors, in ASAP.gov, have the option of entering remittance data for each payment transaction. A Remittance Code is assigned by the user to uniquely identify each draw from an ASAP account comprising an ACH summary payment. Remittance Codes allow the Requestor to not only make a request at the ASAP.gov Account level or Account Detail level, but also to break out each account/account detail-level draw by codes that are relevant to their organization's internal accounting or reporting needs.

The Remittance Codes and amounts will be passed to the Requestor's financial institution along with the ACH payment in an Electronic Data Interchange (EDI) transaction set which, in turn, may be passed on to the Requestor organization for automatic updating of their accounting systems. Remittance Codes are not saved unless they are defined in a Template (see Template section for more information). The icon underneath Remittance Data shown in the example above indicates that remittance data may be added for this payment transaction.

ASAP.gov New Features Guide - Payment Requestors

Once clicked, the user is taken to a screen and may enter as many Remittance Codes as needed (as shown below). However, the dollar breakdown associated with each Remittance Code must equal the total amount requested. Users may enter as many Remittance Codes as needed, an optional header guide, and amounts.

Payment Request Type: Individual

Payment Method: ACH

Bank Relationship: ACH#1

Requested Settlement Date: 10/23/2003

Recipient: REC FOR FMS TESTING D (1140050)

Federal Agency: FPA FMS TEST D (55552222)

Account ID: ABCXYZ

Amount Requested: \$ 100.00

Header Guide:

Remove Row	Remittance Code	Amount Requested
<input checked="" type="checkbox"/>	4563302	\$ 100.00
		Total Amount: \$ 100.00

[Add New Remittance Code](#)

[Apply](#) [Exit Screen](#) [Help for this Step](#)

Once the user clicks “apply”, the user is taken back to the previous step and the “Amount Requested” field is filled in with the total and the icon changes to a pen icon. (If the user had previously entered an amount requested before going to the Remittance Data screen, the amount requested would show on the Remittance Data screen. The below illustration, shows what is displayed to the user, once the user clicks the apply button in the Remittance Data screen. Notice how the Remittance Data icon has changed. The pen icon indicates that Remittance Codes are entered and may be edited as necessary.

ASAP.gov New Features Guide - Payment Requestors

Initiate Payment Requests - Microsoft Internet Explorer

Address: https://ft.asap.gov/ASAPGov/

Payment Request Type : Individual
Payment Method : ACH
Bank Relationship : ACH#1
Requested Settlement Date : 11/04/2003

Recipient : REC FOR FMS TESTING D (1140050)
Federal Agency : FPA FMS TEST D (55552222)

Cash on Hand : \$ [] Total : \$ 1,001,555.00

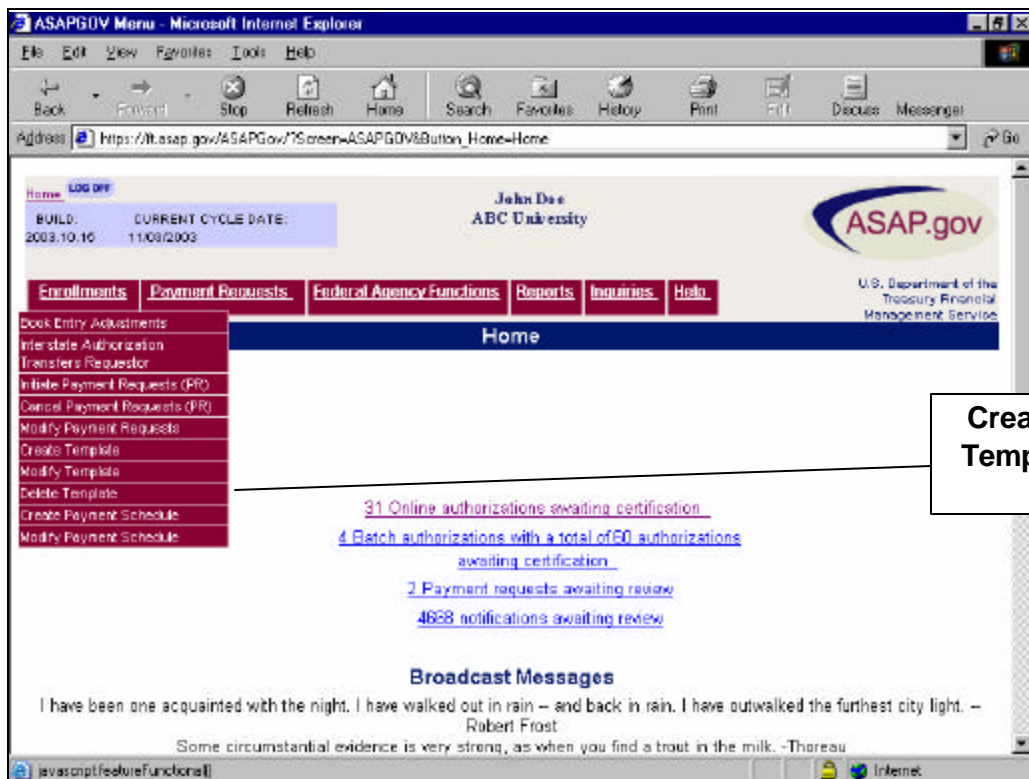
Row #	Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested	Remittance Data
<input checked="" type="checkbox"/>	ABCXYZ	Open	[]	\$1,142,056.00	\$ 1,000,000.00	[]
<input checked="" type="checkbox"/>	AUTHTEST	Open	[]	\$148,179.02	\$ 1,555.00	[+]

Submit Add More Accounts Sort Cancel Help for this Step

Remittance Data
has been added

ASAP.gov New Features Guide - Payment Requestors

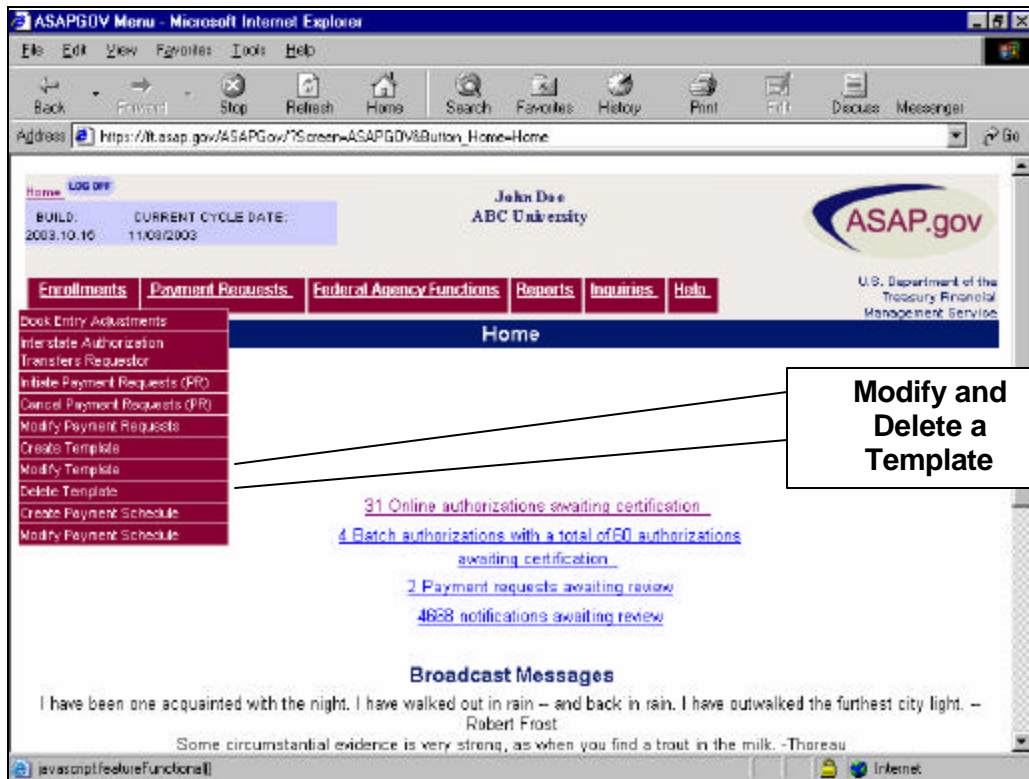
Creating and Using Templates



ASAP.gov offers the option of making a payment request using a template (menu option "Create Template" shown above). A template is a custom grouping of accounts and account details built and maintained by the Requestor to allow quick access to these accounts. Requestors can assign a unique name to each template that is created. Templates may contain accounts for multiple recipients/agencies and may contain Remittance Data. For example, if a Requestor had five accounts from which they always make payment requests, then the Requestor can group these accounts together in a template. Once created, a template can be used each time when initiating a payment request, instead of retrieving 5 different accounts.

ASAP.gov New Features Guide - Payment Requestors

Modifying and Deleting Templates

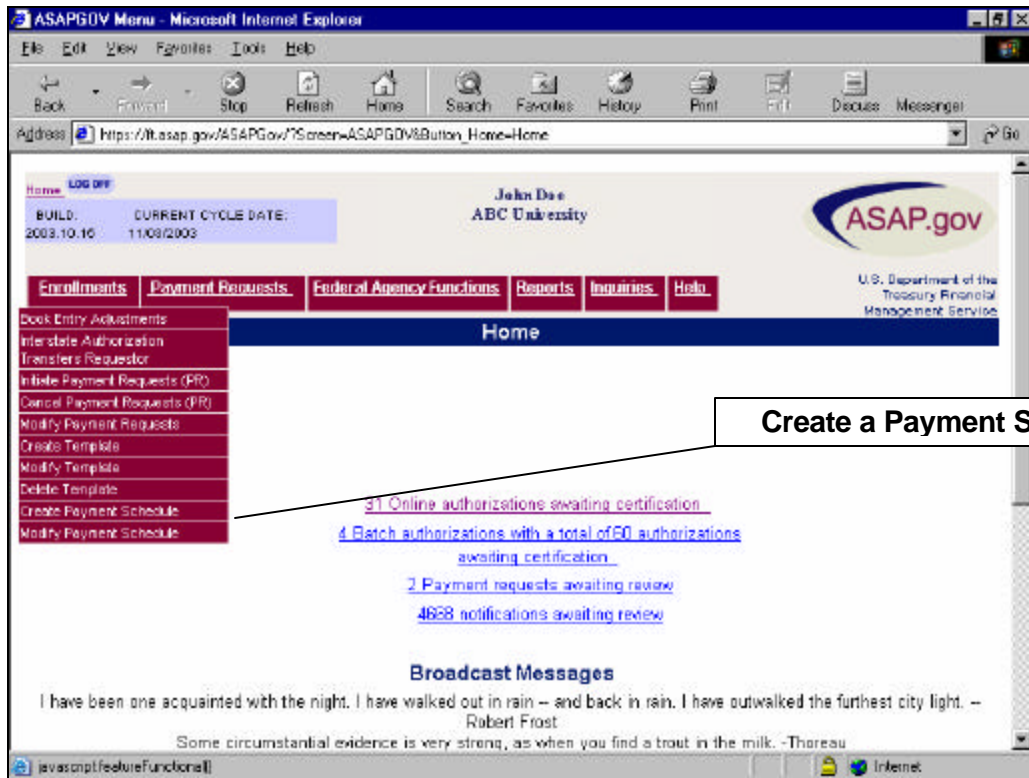


Payment Requestors can modify and delete existing templates. In each instance, the Payment Requestor will be asked to select the template they wish to modify or delete from a drop down menu. Once deleted, a template cannot be retrieved.

ASAP.gov New Features Guide - Payment Requestors

Payment Schedules:

Create Payment Schedule



One advanced feature of ASAP.gov is the ability for Payment Requestors to create Payment Schedules for a specific account. A Payment Schedule sets up a future date(s) (up to a year in advance) for a payment request, thus allowing the user to set a series of dates without accessing ASAP.gov for each payment request.

After the user defines the account for which they wish to create a schedule, the user will be asked for a schedule name, schedule dates, and scheduled amount as shown below:

ASAP.gov New Features Guide - Payment Requestors

Enrollments | **Payment Requests** | Federal Agency Functions | Reports | Inquiries | Help

U.S. Department of the Treasury
Financial Management Service

Create Payment Request Schedule

Step 3 of 4
Create Schedule

Payment Schedule - Account ID level

* Schedule Name :

* Schedule Status : Active

* Bank Relationship : ach#1

* Business Days Prior to Settlement : (At least 1 and at most 32)

Settlement Dates :

Add Specific Date : / /

Add Recurring Dates :


Remove Selected Dates :


DEFINE button allows user to enter recurring dates

This presents a pop-up screen allowing the user to set a recurring schedule by either choosing monthly or weekly and setting the frequency. The start date and the end date refer to the start and end of the schedule. Following is an example of the pop-up screen:

ASAP.gov New Features Guide - Payment Requestors

Define Recurring Dates

Start Date : / / 

End Date : / / 

Weekly :

Repeat every - Select - weeks on - Select -

Monthly :

Repeat every - Select - months on the - Select - day on the month

Scheduled dates falling on non-business dates should be :

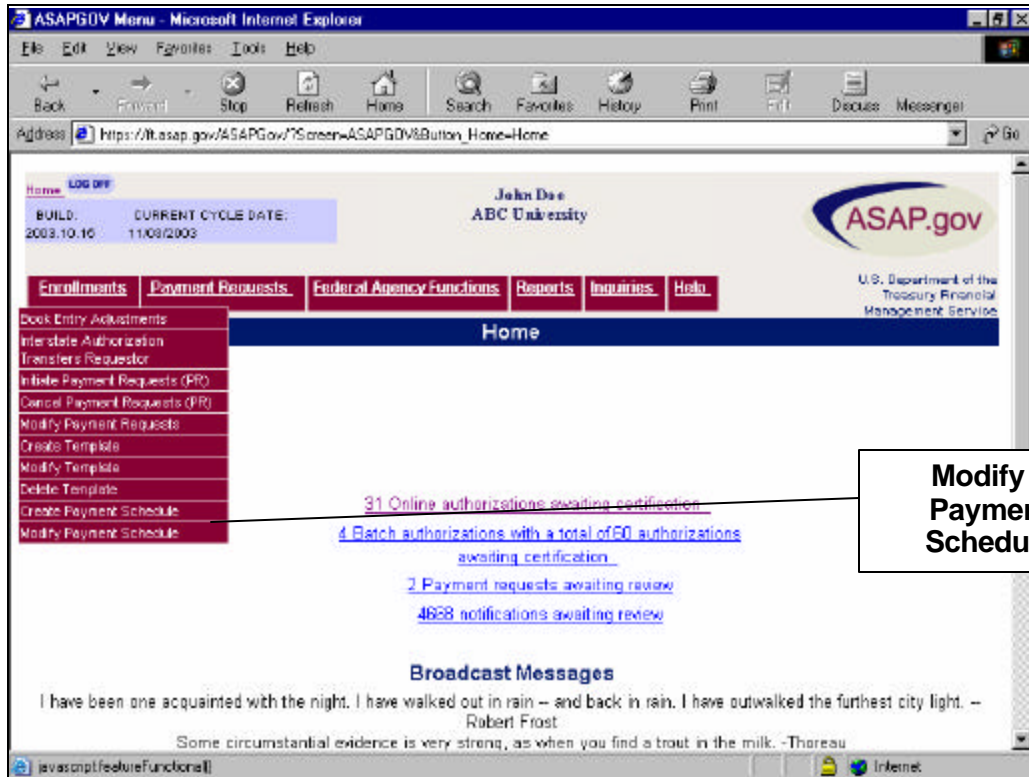
- Moved to the previous business date.
- Moved to the following business date.
- Not Scheduled.

Apply Close Help for this Step

Once the user selects the frequency and the start and end dates and clicks apply, the user is taken back to step 3 of 4 has the opportunity to review the dates scheduled. It is important to note that if the available balance is not equal to or greater than the amount of the scheduled payment request, when the system attempts to initiate the payment based on the schedule date, the payment request will be rejected. For more information on this feature, please review the help section on creating a payment schedule.

ASAP.gov New Features Guide - Payment Requestors

Modify Payment Schedule



A Payment Requestor can modify a previously created payment schedule by selecting “Modify Payment Schedule” from the drop down menu.

Step 1 of 3 Select Schedule

Payment Request Schedule :

- Select-
- EDUCATION - AA
- 1ST AND 2ND SEMESTER

The user selects the name of the payment schedule to modify from a drop down list and clicks “continue” as shown below. This takes the user to step 2 of 3, which displays all the dates and details of the selected payment schedule. The user may modify the schedule, make the schedule inactive or active, or delete the schedule.

ASAP.gov New Features Guide - Payment Requestors

Printer Friendly Options

The “Printer Friendly” button allows you to print the page you are viewing in ASAP.gov. For example, you may wish to print the page confirming a transaction in order to keep a document for your records. The use of “Printer Friendly” removes the graphics and other fields that you see on the screen and formats the information in the form of a printed document. “Printer Friendly” buttons are located on transaction confirmation pages (typically Step 4 of 4) in ASAP.gov.

The screen you are viewing in the ASAP.gov application is converted into a file format referred to as a Portable Document Format (PDF) file. This file can be viewed on the screen, printed, or downloaded.

The use of the “Printer Friendly” button launches a software program called Adobe Reader. You must have Adobe Reader installed on the PC you are using to access ASAP.gov. Also, Adobe Reader is available to download by clicking the “Get Adobe Reader” icon on the ASAP.gov homepage. You may also go to www.adobe.com.

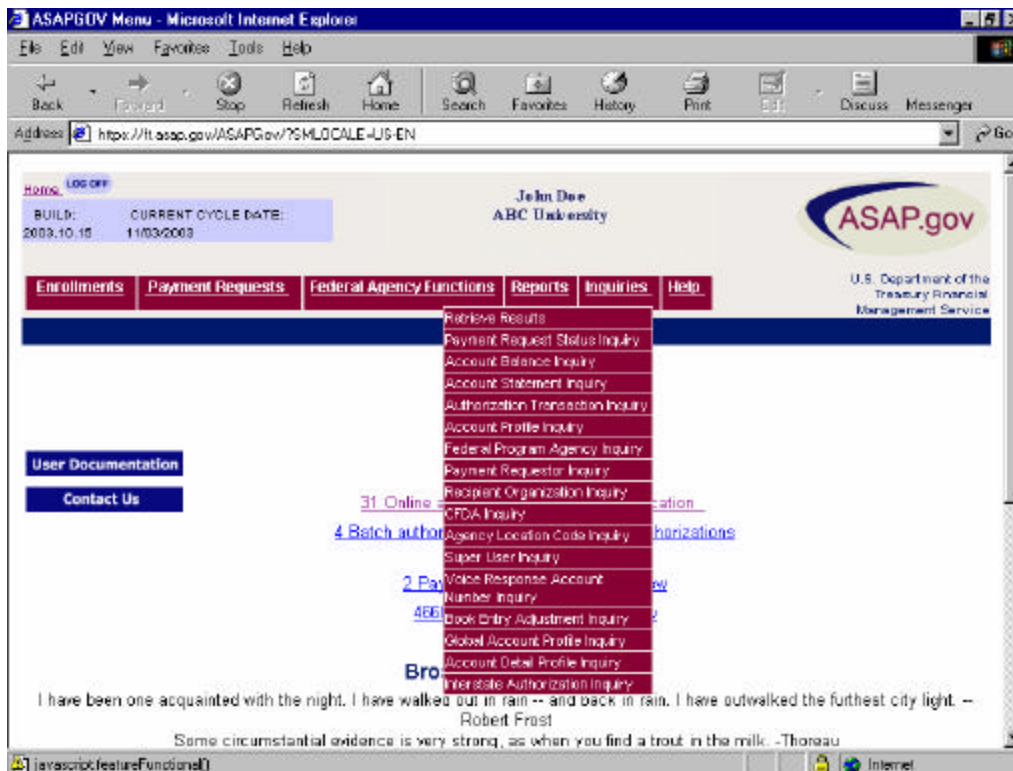
Once installed on your PC, the Adobe reader program will launch each time you use the “Printer Friendly” button. The screen you are viewing in ASAP.gov is converted to a Portable Document Format (PDF) file. Adobe Reader allows you to print this file and/or download the PDF file to your PC for future use.

There is no cost to download the free version of Adobe Reader from either the ASAP.gov homepage or directly from www.adobe.com; however, Adobe does offer different versions for a cost.

ASAP.gov New Features Guide - Payment Requestors

Inquiries and Reports:

Inquiries



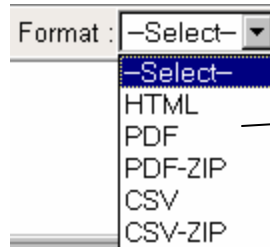
Inquiries available in ASAP.gov are all listed in the drop down menu for Inquiries. Once a specific Inquiry is chosen, the user is taken to the relevant data retrieval screen. Once the criteria is entered for the Inquiry, the user can select the type of format in which they wish to view the Inquiry. The following formats are available to the user:

- ◆ HTML – Web based format, for immediate viewing
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file

It is important to note that if the user wants to immediately view an Inquiry they must select the HTML version. Once they select HTML, a message appears stating that the Inquiry is in process and will be presented to the user when compiled. The screen will refresh every 10 seconds until the HTML Inquiry is completed.

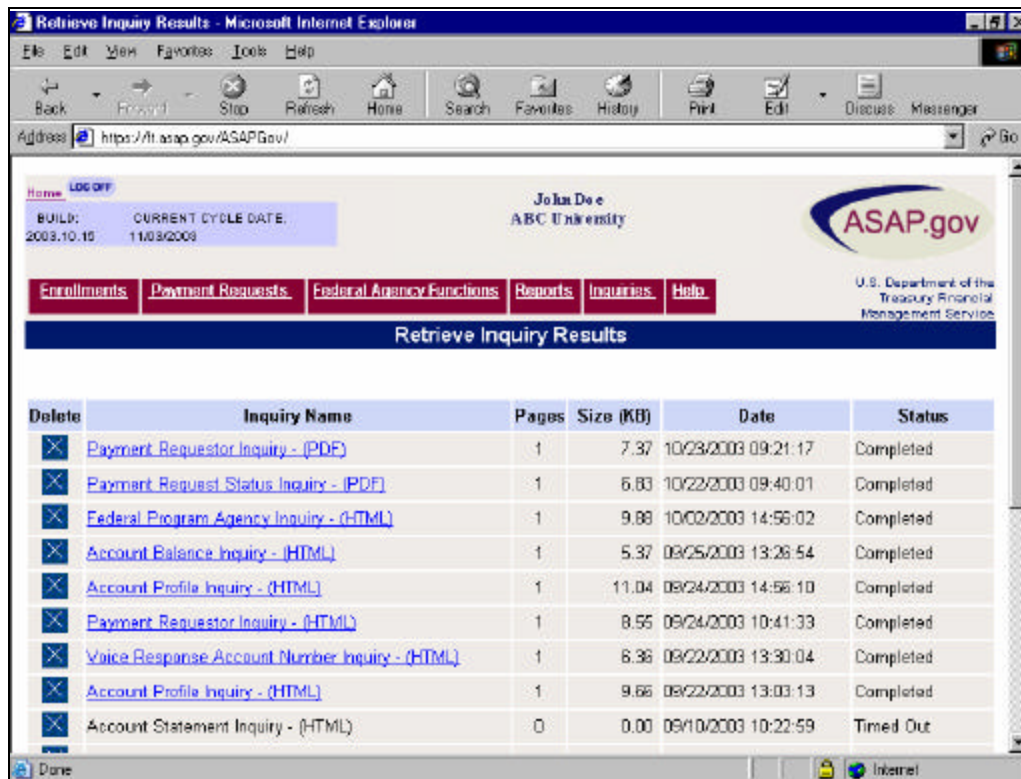
ASAP.gov New Features Guide - Payment Requestors

Large Inquiries may take several minutes to process. Several factors impact how quickly an Inquiry is generated once the user submits it for processing. These factors include the size of the Inquiry, the criteria involved, and date parameters. The user has the option of retrieving the Inquiry later by selecting the retrieve results option on the drop down menu.



**Inquiry
Formats**

If the user wishes to download an Inquiry, regardless of format, the user can download or view the inquiry by accessing the 'retrieve results' portion of the inquiry pull down menu.



**Example
of
"Retrieve
Inquiry
Results"
Listing**

ASAP.gov New Features Guide - Payment Requestors

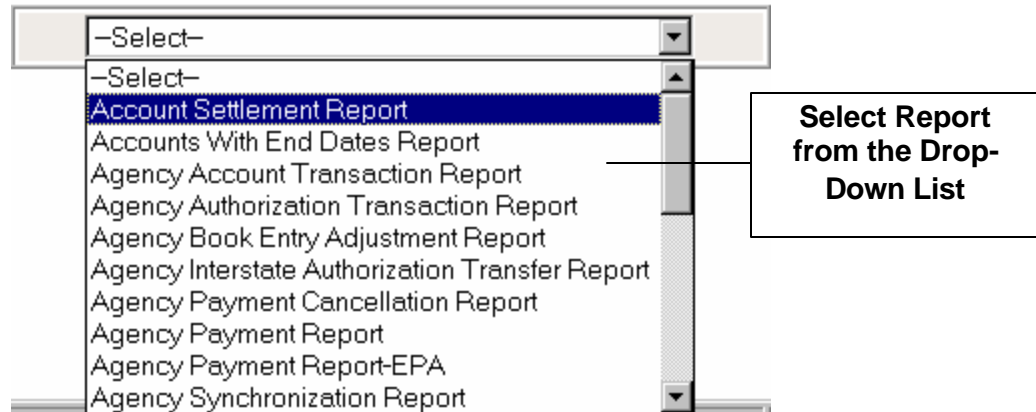
Reports

The screenshot shows a Microsoft Internet Explorer browser window displaying the ASAP.gov web application. The browser's address bar shows the URL: https://ft.asap.gov/ASAPGov/?Screen=ASAPGOV&Button_Home=Home. The page header includes the user's name "John Doe" and affiliation "ABC University". The main navigation menu contains "Enrollments", "Payment Requests", "Federal Agency Functions", "Reports", "Inquiries", and "Help". A dropdown menu is open under "Reports", showing options: "Notifications", "Run Predefined Report", and "Retrieve Report Results". A callout box with a white background and black border points to the "Run Predefined Report" option, containing the text "Run Reports" and "Retrieve Reports". Below the navigation menu, there are buttons for "User Documentation" and "Contact Us". The main content area displays several status messages: "31 Online authorizations awaiting certification", "4 Batch authorizations with a total of 60 authorizations awaiting certification", "2 Payment requests awaiting review", and "4668 notifications awaiting review". A "Broadcast Messages" section follows, containing two short text snippets.

Payment Requestors may run pre-defined reports at any time. Unlike Inquiries, the pre-defined reports are not listed in the drop down menus. Once the user clicks on "Run Predefined Report" as shown above, the user is presented with a list of available reports (shown below).

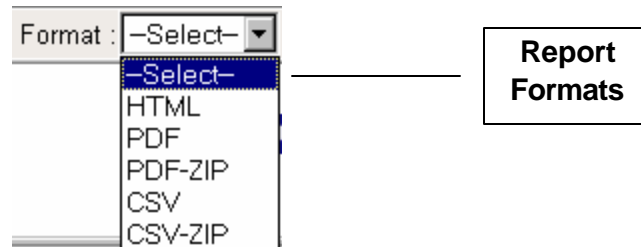
ASAP.gov New Features Guide - Payment Requestors

Step 1 of 3 Select Report



Each report has a unique data retrieval screen. Once the user selects a report from the pull-down list, they are asked to enter criteria for the report. Reports are generated in various formats depending on the user's specific needs. These formats are shown below:



- ◆ HTML – Web based format
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file



Inquiries take precedence over reports in the queue, therefore it may take some time for a selected report to be returned. Unlike Inquiries, Reports are not available immediately using HTML. Several factors impact how quickly a report is generated once the user submits the report for processing. These factors include the size of the report, the criteria involved, and date parameters. To retrieve a report, the user selects "Retrieve Report Results" from the pull down menu.

ASAP.gov New Features Guide - Payment Requestors

This option will take the user to a table holding all the reports the user has requested along with relevant information. The user only needs to click on the title of the report in order to view it or download it. Reports will stay on the list until the user deletes them. In addition, a specific user's report is not viewable to other users.

Delete	Report Name	Pages	Size (KB)	Date	Status
	Agency Payment Cancellation Report - (HTML)	1	7.74	10/09/2003 16:08:16	Completed
	Payment Warehouse Report - (PDF)	2	7.46	10/09/2003 10:02:08	Completed

Important: Data in reports is available for up to and including the previous business day. Inquiries will include same day information if requested.

ASAP.gov New Features Guide - Payment Requestors

Notifications:

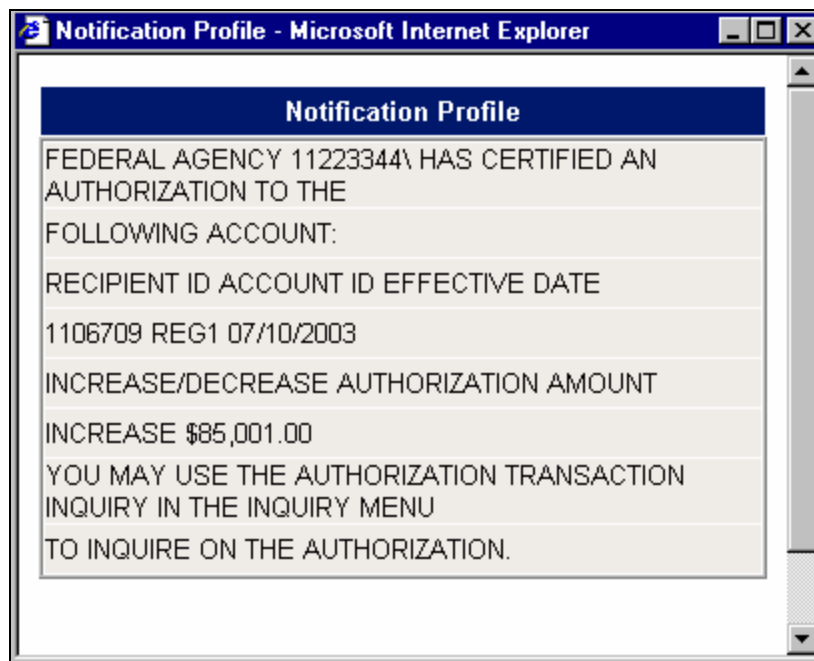


ASAP.gov users may retrieve notifications using the Reports drop down menu. (Homepage Messages and Broadcast Messages are discussed in the first portion of this document). The notifications option takes the user to a criteria screen to either read all unread notifications or to view notifications based on a specific data parameter.

Status	Date/Time Sent	Sender ID	Sender Name	View Details
Unread	10/22/2003 10:04:28	e1ofcr01	e1ofcr01	
Unread	10/21/2003 14:27:14	T1CXT001	T1CXT001	

The user may delete the notification, leave it as unread, or change it to read. To view the notification, the user clicks on the icon under "view details". An example of a notification is shown below.

ASAP.gov New Features Guide - Payment Requestors



Users also receive notifications via email for certain transactions. The email address stored in the user's profile is used to send email notifications. The only actions that generate an email to the Requestor and Recipient are:

1. Cancel payment request by FPA (when a Federal Agency cancels a payment request)
2. Review Payment Request (specifically rejected payment requests)