*ASAP*_{sm}

Automated Standard Application for Payments

*The ASAP Guide
for
Payment Requestors*

THE ASAP GUIDE FOR PAYMENT REQUESTORS
TABLE OF CONTENTS

Table of Contents

CHAPTER 1:

FOUNDATIONS

PURPOSE

This chapter:

  --   Introduces the basic ideas behind the ASAP system;
  --   Explains how to read the Guide; and
  --   Provides a checklist of what is needed before using ASAP.

WHAT IS ASAP?

The Automated Standard Application for Payments (ASAP) is a system through which organizations receiving Federal dollars can draw funds preauthorized by Federal Agencies for payment through the U.S. Treasury.

ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank of Richmond.

ASAP USER ORGANIZATIONS

In ASAP,

  <   **Federal Agencies** provide funds;

  <   **Payment Requestors** draw the Federal funds;

  <   **Recipient Organizations** use the Federal funds; and

  <   **Regional Financial Centers (RFCs)** of the Financial Management Service provide customer support to ASAP users.

A "Payment Requestor" in ASAP is an **organization authorized to draw Federal funds** for deposit into bank accounts it specifies.

In some instances a Recipient Organization has the authority to draw its own Federal funds, in which case that organization is **both** a Payment Requestor and a Recipient Organization in ASAP.

In other instances only a **separate** Payment Requestor, such as a State Treasurer or Controller, has the authority to draw down Federal funds for use by one or more Recipient Organizations.

ASAP distinguishes between the roles of "Recipient Organization" and "Payment Requestor" because each role allows a different set of system capabilities.

HOW ASAP WORKS

<   Federal Agencies, Payment Requestors, and Recipient Organizations **enroll** once to use ASAP.

<   Federal Agencies establish and maintain **accounts** in ASAP to control the flow of funds to Recipient Organizations.

<   Payment Requestors initiate **payment requests** via ASAP to meet the cash needs of Recipient Organizations.

<   Approved requests may be paid the **same day** via the Federal Reserve's **FEDWIRE** system.

<   Approved requests may be paid **on a business day from one to 32 calendar days** from the request date via the **Automated Clearing House (ACH)** system.

ACCOUNTS

All funds in the ASAP system reside in **Accounts**. These accounts are defined and created by each Federal Agency for its own programs in ASAP. Below are some important points to remember about ASAP Accounts:

<   The structure of each ASAP Account **always** includes the Federal Agency providing the funds, the Recipient Organization using the funds, and an **Account ID** chosen by the Federal Agency to track the funds. Each ASAP Account is unique.

<   The ASAP Account is the **lowest level** at which the Federal Agency maintains transaction activity in ASAP. It can represent a program, a group of programs, or some unit within a program.

<   For each ASAP Account, there is only **one** Payment Requestor that can draw funds from that account.

<   Federal Agencies fund their ASAP accounts by entering spending **authorizations**.

<   The amount of money in each ASAP Account available for drawdown by a Payment Requestor is called the **available balance**.

<   ASAP Accounts are **not bank accounts**, and available balances are not funds in your bank account. When a Federal Agency enters an authorization to an ASAP Account, no money leaves the U.S. Treasury until 1) a payment request is made and approved against that ASAP Account and 2) the payment settles at the Payment Requestor's financial institution.

IDENTIFIERS

To summarize, ASAP transactions revolve around **Federal Agencies**, **Payment Requestors**, **Recipient Organizations** and **ASAP Accounts**. In order to use ASAP, you must become familiar with the identifiers for each.

>   <   Each Federal Agency is identified by a unique **Agency Location Code** consisting of 8 digits.

>   <   In cases where there are multiple regional offices of the same Federal Agency in ASAP, a 2-character **Region** code is used in addition to the Agency Location Code to distinguish each regional office.

>   <   Each Payment Requestor is identified by a unique 7-digit **Requestor ID**.

>   <   Each Recipient Organization is identified by a unique 7-digit **Recipient ID**.

>   <   The **Account ID** is part of each ASAP Account. It is from one to 20 characters long, consisting of letters and/or numbers. It is assigned by the Federal Agency according to its own internal account structure.

Putting the pieces together, you can specify an **ASAP Account** from which to draw funds by indicating a valid combination of:

Agency Location Code/Region + Recipient ID + Account ID.

NOTE:A "valid combination" is one created by the Federal Agency when establishing the ASAP Account in the system. The Federal Agency also specifies the Requestor ID of the Payment Requestor allowed to draw funds from that account.

The following table summarizes the identifiers used in ASAP:

BUSINESS-LEVEL ENTITY	ASAP SYSTEM IDENTIFIER
Federal Agency	Agency Location Code/Region
Payment Requestor	Requestor ID
Recipient Organization	Recipient ID
ASAP Account	Valid combination of Agency Location Code/Region *plus* Recipient ID *plus* Account ID

HOW TO READ THIS GUIDE

Each of the following chapters in this Guide begins with an overview of the major concepts of that chapter, followed by one or more sections. Each section has one or more **Examples** in which a sequence of ASAP screens shows you how to perform a particular function step by step. Please see the following page for a sample Example.

In all Examples, shaded characters indicate data the user types on a screen. **Bold** characters indicate information that the system produces in response to a user action.

All Examples follow an ACTION - RESULT structure. The Action performed by the user appears in the top screen on each page, and the ensuing system Result appears directly below it. The next page of an Example then shows the subsequent user Action and system Result, continuing in this fashion until the Example is complete.

NOTE: All Agency Location Codes/Region, Requestor IDs, Recipient IDs and Account IDs in this Guide are strictly for illustration. When practicing in the test region, you will use the test data provided. After cutting over to production, you will use "live" production data.

TIPS TO REMEMBER

<   The current calendar date always appears in the upper right corner of each ASAP screen.

<   The **Current Cycle Date** is the date in the upper left corner of each ASAP screen. It indicates the current date in the ASAP application. In production, it will ALWAYS equal the current calendar date. In the test region, this date may not equal the calendar date. This is not a problem. However, you need to be aware of what the current cycle date is in the test region.

<   When an ASAP screen first appears, you may press the Enter key and have the system indicate with red question marks which fields require entries on that screen.

<   Use the TAB key to move the cursor to the beginning of each field in which you wish to type information. Do not use the arrow keys: they can move the cursor into areas in which you may not type. Also, do not use the Enter key to move from field to field.

<   To print an ASAP screen when using Passport for Windows, press <CTRL> and the letter "L" simultaneously.

<   Refer to the Troubleshooting Guidelines in the Appendices to resolve simple error messages.

FUNCTION KEYS

Function keys within ASAP allow you to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screens, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

Standard Function Keys

F2=EXIT   Allows you to exit ASAP and log off.
F3=PRMT   Takes you to the previous prompt screen.
F4=MENU   Takes you to the previous menu.
F5=MAIN   Takes you to the Main menu.
F7=PGUP   Moves you to the previous screen of data.
F8=PGDN   Moves you to the next screen of data.

*** SAMPLE EXAMPLE ***

STEP 1 - ACTION:

Fill in the prompt screen as shown below and press Enter. Note - The Account ID field is left blank.

```
SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/99
SP115AO             ACCOUNT BALANCE INQUIRY PROMPT                  HH:MM:SS
08/31/1999 T

REQUESTOR ID: 0101234                              SHORT NAME: GRAY U

    ENTER:

AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME:

RECIPIENT ID: 0101111                             SHORT NAME:

ACCOUNT ID: _____

ACCOUNT STATUS:     (O=OPEN, C=CLOSED, S=SUSPENDED
                     OR LEAVE BLANK FOR ALL)


AS OF: __/__/____ (MM/DD/CCYY)


          F4=MENU F5=MAIN
```

STEP 1 - RESULT:

The following screen appears with all account balances for criteria specified on the prompt screen.

```
SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/99
SP120AO             ACCOUNT BALANCE INQUIRY DETAIL                  HH:MM:SS
08/31/1999 T

AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                           SHORT NAME: GRAY U

                   CUMULATIVE          CUMULATIVE            CURRENT
   ACCOUNT ID      AUTHORIZATIONS      DRAWS/RP/BE         AVAIL BAL

  F1R10001           $500,000.00       -$53,000.00        $447,000.00
  F1R10002           $500,000.00       -$73,000.00        $427,000.00
  F1R10003           $500,000.00       -$48,000.00        $452,000.00
  F1R10004           $500,000.00      -$230,000.00        $270,000.00
  F1R10005           $500,000.00       -$50,000.00        $450,000.00
  F1R10006           $500,000.00                          $500,000.00
  F1R10007           $500,000.00        -$2,000.00        $498,000.00
  F1R10008           $500,000.00                          $500,000.00
  F1R10009           $500,000.00        -$3,000.00        $497,000.00
  F1R10010           $500,000.00                          $500,000.00

  TOTALS:          $5,000,000.00      -$459,000.00      $4,541,000.00

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

GETTING STARTED

Follow the examples in the text to learn the specifics of using ASAP. The main functions that you as a Payment Requestor can perform are:

< Drawing funds,

< Making adjustments,

< Inquiring on information in ASAP,

< Requesting reports, and

< Reading notifications.

Before beginning, please go through the following **checklist** and verify that you have everything listed. If you are missing any item, or have any questions, please call your servicing RFC at the number found in Chapter 2, on page 3 of this guide.

-- Personal computer, modem, printer, and operating system.

-- Passport communication software for your PC operating system loaded on the PC that will be used to access ASAP.

-- User ID and password for yourself.

-- ASAP ID and Organization Access Code (OAC) for your organization for access to the test region of the ASAP system.

-- Test data for one or more "dummy" Federal Agencies, Recipient Organizations and ASAP Accounts.

GOOD LUCK!

CHAPTER 2:

GETTING IN USING PASSPORT FOR WINDOWS

PURPOSE

In this chapter, you will learn how to log on to ASAP.

GATEWAYS

For security purposes, logging on to ASAP involves passing through three gateways:

- <   The AT&T Network,

- <   The Federal Reserve Network, and

- <   The ASAP application.

At the first two gateways, you must identify **yourself** as an authorized **individual user**. You must do so with every subsequent log on.

At the third gateway, you must identify your **organization** as an authorized **payment requestor organization** in ASAP. After the first time you have done so, the system "remembers" your organization-level information, and you do not need to enter it on subsequent logons.

IDENTIFIERS

To identify yourself as an individual user, enter the **User ID** and **Password** supplied to you by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you.

Your password **expires every 30 calendar days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be **suspended**, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be **deleted**, and you will need to re-enroll to get a new User ID.

To identify yourself as an authorized Payment Requestor organization, enter the **Requestor ID** and **Organization Access Code (OAC)** supplied to you by your servicing RFC.

Note: The ASAP Main Menu refers to the Requestor ID generically as an **ASAP ID**. While many organizations may know your Requestor ID, the associated OAC should be known only to authorized users of ASAP in your organization. It is considered to be an organization-level password, and it prevents other organizations from accessing your data if they know your Requestor ID.

TEST AND PRODUCTION

Before your organization is cut over to production with its first group of accounts in ASAP, you will only have access to the **ASAP TEST** region. Use the training data provided by your servicing RFC to gain familiarity with the system.

Once your organization is cut over to production, you will access the **ASAP PRODUCTION** region exclusively. Disregard the training data and use only the production data provided by your servicing RFC.

Phone List

If you have any problems or questions about using the PC Passport software or the ASAP system, please contact the ASAP Help Desk staff in your servicing RFC area.

If the capital of the state in which you are located is in the **Eastern time zone**, you may contact the ASAP Help Desk staff at the Philadelphia Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at **(215) 516-8021**.

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Help Desk staff at the Kansas City Financial Center between the hours of 7:30 a.m. and 5 p.m. Central Time at **(816) 414-2100**.

If the capital of the state in which you are located is in the **Mountain or Pacific time zones or time zones further west**, you may contact the ASAP Help Desk staff at the San Francisco Financial Center between the hours of 7:30 a.m. and 5 p.m. Pacific Time at **(415) 817-7182**.

STEP 1: ACTION

Within the Passport group, double click on the Passport Async icon. When the Passport A window opens, click on Terminal and then click on Connect. The modem will dial and connect to the AT&T Network.

STEP 1: RESULT

The "Welcome to AT&T" screen will appear. This is the first gateway.

```
 TRES0201T
 SYSTEM: IBMXXXXX                                              DATE: 00/08/02
 TERMID: IBMXXXXX                                              TIME: HH:MM:SS
 CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
 -----------------------------------------------------------------------------

                            W E L C O M E   T O


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

                                    Provided by AT&T Global Network Services
 -----------------------------------------------------------------------------
 ACCOUNT... TRES     USERID... _____ PASSWORD..._____
 Enter desired product or service, or press the HELP key (PF1) for assistance.

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

STEP 2: ACTION

If "tres" does not appear in the ACCOUNT field, type it in. Also type in your assigned user ID and password in the appropriate fields. Your User ID and temporary password were provided to you by the Federal Reserve Bank of Richmond.

Note: When you first log on, you must change the temporary password to one that is known only to you. A password maintenance screen will appear. When selecting a new password, you must choose a password with 6-8 alpha and/or numeric characters that you have not used in the last 6 times that you changed your password. Your password expires every 30 calendar days. The password maintenance screen appears each time the password expires.

```
 TRES0201T
 SYSTEM: IBMXXXXX                                                DATE: 00/08/02
 TERMID: IBMXXXXX                                                TIME: HH:MM:SS
 CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222
 -------------------------------------------------------------------------------

                             W E L C O M E   T O


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


                                  Provided by AT&T Global Network Services

 -------------------------------------------------------------------------------
 ACCOUNT... tres____ USERID... e1xyz01_ PASSWORD..._____
 Enter desired product or service, or press the HELP key (PF1) for assistance.
 ===>
 4B_                                    0 9              a:Connected Port A200+
```

STEP 2: RESULT

The PRODUCT SELECTION screen will appear.

```
 SVM0401T                         PRODUCT SELECTION                    Page  1
 SYSTEM: IBMXXXXX                                                DATE: 00/08/02
 TERMID: IBMXXXXX                                                TIME: HH:MM:SS
 CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

             PRODUCT              DESCRIPTION     ENTER "NOTIFY" OR CALL

      1      ASAPPROD          ASAP PRODUCTION       800-727-2222
      2      ASAPTEST          ASAP TEST             800-727-2222
 Enter selection or press the END key before leaving this terminal unattended.
 F1=HELP  F3=END   F5=SERVICES    F10=RESEQUENCE PRODUCTS
 ===>
```

STEP 3: ACTION

On the PRODUCT SELECTION screen, to access the test mode, type the number of the option
for ASAPTEST on the command line and press Enter. To access production, type the number of
the ASAPPROD menu option on the command line and press Enter.

```
SVM0401T                      PRODUCT SELECTION                    Page  1
SYSTEM: IBMXXXXX                                                DATE: 00/08/02
TERMID: IBMXXXXX                                                TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222


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


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

F1=HELP  F3=END   F5=SERVICES    F10=RESEQUENCE PRODUCTS
===>2
```

Note: The numbering on your screen may differ. Choose the correct number for the mode you
        wish to use.

STEP 3: RESULT

The FRAS (Federal Reserve Automation Services) sign on screen will appear. This is the second
gateway.

```
             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

              08/02/00    PP12 IMIR PIT IMS     HH:MM:SS

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

STEP 4: ACTION

At the FRAS sign on screen, enter your assigned User ID and password and press Enter.

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

           08/02/00    PP12 IMIR PIT IMS      HH:MM:SS

             ENTER:   USERID ==========>e1xyz01
                      PASSWORD ========>_____
                      NEW PASSWORD ====>
                      (IF DESIRED)
```

NOTE: The first time that you sign-on to FRAS, you should enter your **temporary** password
provided by the Federal Reserve Bank (not the password you selected on the
Password Maintenance screen) in the PASSWORD field. You may hit the Tab
key to enter a new password. You may choose the same password you chose on
the Password Maintenance screen.

STEP 4: RESULT

The FORMAT REQUEST screen will appear.

```
              TIME: HH:MM:SS               DATE:   08/02/00

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

              ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                    FORMAT ===>




 DFS058I SIGN COMMAND COMPLETED
```

STEP 5: ACTION

At the FORMAT REQUEST screen, type asap and press Enter.

```
                    TIME: HH:MM:SS                DATE:   08/02/00

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

                    ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                            FORMAT ===>  asap




 DFS058I SIGN COMMAND COMPLETED
```

STEP 5: RESULT

The ASAP MAIN MENU will appear. This is the third and final gateway.

```
 SPASAP              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SPASAP                            MAIN MENU                          HH:MM:SS


            <1>  PAYMENT REQUEST PROCESSING
            <2>  INQUIRY MENU
            <3>  FEDERAL AGENCY FUNCTIONS MENU
            <4>  RFC FUNCTIONS MENU
            <5>  FRB SUPPORT PROCESSING
            <6>  REPORT REQUEST MENU
            <7>  NOTIFICATIONS




                  ASAP ID:
 ORGANIZATION ACCESS CODE:                     ENTER SELECTION NUMBER: _
                                               PRESS ENTER

      F2=EXIT
```

STEP 6: ACTION

On the MAIN MENU, the term ASAP ID refers to your organization"s Requestor ID. Type in your ASAP ID and ORGANIZATION ACCESS CODE (OAC), then select a menu option. Press Enter.

```
 SPASAP               AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SPASAP                            MAIN MENU                            HH:MM:SS


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS


                  ASAP ID 0101234
 ORGANIZATION ACCESS CODE _____            ENTER SELECTION NUMBER: 1
                                                   PRESS ENTER
          F2=EXIT
```

Note: The ASAP ID and OAC need only be entered the first time you access the test region and the first time you access the production region. To view the ASAP ID you entered previously, press Enter while the SELECTION NUMBER is blank and the ID will appear.

STEP 6: RESULT

In this example, menu option 1 was selected, so the Payment Request Processing Menu appears.

```
 SP020A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                     PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T
                       **  ASAP IS IN TEST MODE  **

              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

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

3 - 1

CHAPTER 3:

DRAWING FUNDS

PURPOSE

In this chapter, you will learn how to use the ASAP system to draw Federal funds.

REVIEW

<   All funds in the ASAP system reside in **ASAP Accounts.**

<   The structure of each ASAP Account includes the **Federal Agency** providing the funds, the **Recipient Organization** which ultimately uses the funds, and an **Account ID**, assigned by the Federal Agency when it establishes the ASAP Account, to identify what the account is for.

In the ASAP system,

>   <   Each Federal Agency is identified by an 8-digit **Agency Location Code** and, an optional, 2-character **Region Code**.

>   <   Each Recipient Organization is identified by a 7-digit **Recipient ID**.

>   <   Each **Account ID** is identified by one to 20 letters and/or numbers. The Account ID may be at, above, or below the program or grant level.

To specify an ASAP Account from which to draw funds, you must indicate a valid combination of

Agency Location Code/Region + **Recipient ID** + **Account ID**.

>   <   There is one more number you need in order to draw funds: the 7-digit **Requestor ID** assigned to your organization, which you use to sign on to ASAP.

DRAWING FUNDS

< To begin drawing funds (making payment requests), you need to specify
the following:

> 1 - What screens you want to use to make your request;
> 2 - What you want the payment sent to the financial institution to
> look like;
> 3 - Which payment delivery method to use; and
> 4 - When you want ASAP to send the funds to your financial
>   institution.

1 - *ASAP Request Processes*: You will choose one of the following options from
the Payment Request Processing Menu:

< **Master Payment Request** screens: Request funds from a **master list** of
all the ASAP Accounts from which you are allowed to draw. You will see
the ASAP Accounts automatically displayed by the system and organized
by Federal Agency and Recipient Organization.

< **Template Payment Request** screens: Draw funds from a list of ASAP
Accounts you have **custom-built** yourself from the master list.

2 - *Payment Packaging*: Choose one of these two options:

< **Individual** payments, which means a separate transfer of funds to your
financial institution for EACH draw against EACH ASAP Account.
Choose individual payments if you want to:

- have each payment appear as a separate deposit to your bank
   account.

The individual packaging option allows payment requestors to assign a
different **Requestor Reference Number** of their own choosing to each
payment.

< **Summary** payments, which means ONE transfer of funds to your financial
institution for draws from multiple ASAP Accounts potentially
encompassing multiple Federal Agencies and/or Recipient Organizations.
Choose summary payments if you want to:

- Consolidate draws from several ASAP Accounts into one deposit to your
   bank account.

The summary packaging option allows payment requestors to assign one **Requestor Reference Number** of their own choosing to the entire summary payment. Each draw within the summary payment would then carry the same Requestor Reference Number in the accompanying remittance information.

3 - *Payment Delivery Method*: Choose either FEDWIRE or ACH:

<   All same-day ASAP payments are made via FEDWIRE. There is limited remittance information transmitted with each FEDWIRE payment. FEDWIRE payments can be packaged either individually or as a summary payment.

         The resulting Fedwire payment will contain minimal remittance information on the payment requests that make up the request.

<   All ACH ASAP payments, whether packaged individually or as a summary payment, are made via the Automated Clearing House (ACH) in the Corporate Trade Exchange (CTX) format. All ACH payments made via ASAP carry detailed **remittance information** in the addenda of the CTX payment record. The remittance information allows for the identification of each draw from each ASAP Account comprising the ACH payment. The remittance information is carried in a complete EDI transaction set (ANSI X12 820, version 3040) which can be processed electronically.

Consult the **ASAP Payment Formats Package** for more information. It is located on the ASAP Web site at http://www.fms.treas.gov/asap/pay-intro.html or contact your servicing RFC for a hard copy.

4 - *Settlement of funds*:

<   **FEDWIRE** payments settle the same day the request is made. Funds settle at your financial institution within minutes after your request is made and approved in ASAP. You may request same-day payments from 8:00 a.m. through 5:45 p.m. Eastern time. Check with your financial institution for the availability of funds.

NOTE: There is a cost associated with receiving FEDWIRE payments, and you should check with your bank and/or Treasurer's office to see if requesting FEDWIRE payments is the best option for you. Receiving summary FEDWIRE payments will assist in reducing the associated costs.

<   **Next-day ACH** payment. Funds settle on the morning of the next

business day after your request is made and approved in ASAP.

<   **Future-day ACH** payment. You may request future-day payments for settlement up to 32 calendar days from the date of the request. This is known as Payment warehousing.

Payment warehousing is available through both Master Payment Request and Template Payment Request Processing. Both Individual and Summary ACH payments may be warehoused. Available account balances are reduced upon approval of the warehoused payment request.

NOTE: You may request ACH payments from 8:00 a.m. through 11:59 p.m. Eastern time. ACH payments settle at 8:30 a.m. on the business day you selected for settlement. Check with your financial institution for availability of funds.

!   All payment requests in ASAP are **approved or rejected immediately unless subject to Agency Review**. The available balance of each ASAP Account affected is decreased by the amount of the request as soon as the request is approved (posted), even though the actual transfer of funds occurs later in the day, the next business day or a future date.

AGENCY & SYSTEM REVIEW FUNCTIONS

A Federal Agency can use one or both of these functions to manage their accounts. Payment Requestors may encounter one or both of these functions when making payment requests. Notification messages will be generated when Maximum Draw and/or Agency Review Criteria functions are invoked.

<   **Maximum Draw Amount**: The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw limits for some or all of your accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

<   **Agency Review Criteria Prompt**: The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by the Federal Agency. When a payment request is made which is equal to or greater than the threshold, the payment will be held and will not affect account balances until the Federal Agency either approves or rejects it. The Payment Requestor is notified at the time of the request that the request is subject to Agency Review. The ASAP system will notify the Federal Agency when items are awaiting review.

Summary payment requests cannot contain draws subject to Agency Review Criteria and draws not subject to Agency Review Criteria. On summary payment requests, Federal Agencies can approve or reject the entire payment request or individual requests within a

summary request. There is neither default processing nor a time limit that will automatically process payment requests awaiting Agency Review.

In addition, please refer to Appendix 4 to review the Guidance for Federal Agencies and their recipients regarding this feature.

CONTROL ACCOUNTS

Some Federal Agencies have a need to establish a lower level, account detail for awards that are made at the account level but are drawn and expended at the sub-program or project level.

If a "Y" is next to the Control Account indicator on the Account Profile Inquiry Screen, you will need to request funds at the account detail level. Each account detail ID has a maximum length of 30 alphanumeric characters with no leading spaces. The Federal Agency has the ability to add up to 300 account details to a single ASAP account. The account balance is maintained at the account level. Payment requests and adjustments are made at the account detail level.

If a Cumulative Draw Limit is assigned to an Account Detail ID, funds can be withdrawn for that account detail up to the assigned amount within the limits of the account"s available balance. If the Cumulative Draw Limit is left blank, funds can be withdrawn from that account detail up to the account"s available balance.

MULTIPLE BANKING RELATIONSHIPS

In addition, Payment Requestors have the capability to select one of four ACH or one of four FEDWIRE bank accounts when making a payment request. This option is only available and will only appear when multiple banking information has been supplied to your servicing RFC. Payment Requestors can to submit bank enrollment forms to the servicing RFC to establish up to four (4) ACH banking relationships and up to four (4) Fedwire banking relationships for use in routing funds requested in ASAP.

REMITTANCE BASED PAYMENT REQUESTS

The Template payment request screens include a feature called Remittance Based Payment Requests. This feature allows a Payment Requestor organization to build one or more templates with their organization"s remittance codes or other accounting information attached to their ASAP accounts. The Requestor could then use the template(s) not only to make ACH requests at the ASAP account level, but also to break out each account-level draw by codes that are relevant to their organization"s internal accounting or reporting needs. The remittance codes and amounts would be passed to the Requestor"s financial institution along with the ACH payment in an EDI transaction set, which in turn could be passed on to the Requestor organization for automatic updating of their accounting systems.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Payment Request Processing function and are worth special mention here.

<   **Type of Payment** - This 1-character field allows you to specify how you want your draws packaged. Type "S" for summary payments or "I" for individual payments.

<   **Payment Delivery Method** - This 1-character field allows you to specify the method that you want your payments delivered. Type "A" for payments to be delivered via ACH or "F" for payments to be delivered via FEDWIRE.

<   **Settlement Date** - The date on which you want the funds you draw to settle at your financial institution. For FEDWIRE, you must select the current date. For ACH, you must specify a business day from 1 to 32 calendar days from the current date. Note that all year fields in ASAP are four-digit fields (i.e., "2000" instead of "00").

<   **Requestor Reference Number** - an identifier of your choosing, from 1 to 15 characters, which you may assign to each individual payment request or to an entire summary payment.

<   **Cash on Hand** - an optional field for you to use as needed to indicate the amount of Federal funds in your Payment Requestor organization"s bank account.

<   **ASAP Sequence Number** - an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

         Date - the date the request was approved.

         Terminal ID - for users accessing ASAP through the AT&T network, the user ID of the person who initiated the request is captured in this part of the sequence number.

         Sequence # - a sequential number used to identify the session during which the request was made on a given terminal and date.

         Time - the time when the request was posted.

A "session" consists of entering and **posting** a payment request. For that reason, when you post a summary request, the system assigns one ASAP Sequence Number to the **entire** summary payment. For individual payment requests, one ASAP Sequence Number is assigned to each **page** of draws.

     !   The ASAP Sequence Number is assigned for system purposes to uniformly identify all posted payment requests. You can use it if you feel comfortable with it; however, you may prefer to identify your payment request transactions with a Requestor Reference Number of your own choice.

< **ITM#** - Item numbers identify the draws from ASAP Accounts within each request session.

< **Total Amount Requested** -on summary requests, the user-entered sum of all draw amounts comprising the summary request.

< **Total Amount Entered** -on summary requests, a system calculated sum of all draw amounts comprising the summary request.

ACTION FIELDS TO NOTE

On the payment request screens, you will see an Action field. The Action field allows you to tell the system what to do with the data that you have keyed in on the screen. Action field values and their corresponding meaning are listed below.

Action Field Value	Result
P=POST	The system edits your entries for errors, and returns any error messages to the screen. If no errors are found, your entry is processed and the database is updated.
V=VALIDATE	The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. However, the entries are not processed and the database is not updated.
R=REFRESH	All data that you have entered on the screen is erased.
E=ESCAPE	Indicates that you wish to leave the screen without posting any data.
J=JUMP	When you have multiple pages of data, this allows you to specify a page to "jump" to, rather than using the F8=PGDN key or F7=PGUP key to move between pages.

GETTING STARTED

In this chapter, you will learn how to use the **MASTER** and **TEMPLATE** payment request processes. The following sections cover each screen used to make Master and Template payment requests.

In the previous chapter, you have seen how to access ASAP and get to the **Main Menu**. To draw funds, choose option #1 - **Payment Request Processing** from the Main Menu. The Payment Request Processing Menu appears. See the Example on the next page.

ACTION:

Type 1 for the Payment Request Processing option and press Enter.

```
 SPASAP              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
   SPASAP                              MAIN MENU                        HH:MM:SS
 08/02/2000 T




              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS




                    ASAP ID:              ENTER SELECTION NUMBER: 1
        ORGANIZATION ACCESS CODE:         PRESS ENTER


        F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.

```
 SP020A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                     PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


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

SECTION 3.1
MASTER PAYMENT REQUESTS

PURPOSE

In this section you will learn how to use the Master Payment Request feature to create summary and individual payments.

MASTER LISTS OF ASAP ACCOUNTS

All of the ASAP Accounts from which you as a Payment Requestor may draw funds comprise a **Master List** of accounts for your organization. You can pull up portions of your Master List by specifying the Federal Agency providing the funds and the Recipient Organization using the funds; in other words, by specifying two of the three component parts of the ASAP Account. The system will automatically display all Account IDs associated with that combination. You can then scroll through the Account IDs and request funds from any or all that you need, packaging your requests as either individual payments (one account, one payment) or summary payments (many accounts, one payment).

If you draw funds from only **one Federal Agency** for only **one Recipient Organization**, there is only one Federal Agency-Recipient Organization combination you can specify.

If you draw funds from **multiple Federal Agencies** for only **one Recipient Organization**, you can easily pull up a different portion of your Master List of ASAP Accounts just by specifying a different Federal Agency.

The Examples in this section will illustrate how to draw funds in the scenarios described above

using the Master Payment Request feature. To get to the starting point for each Example, follow
the steps below.

ACTION:

On the Payment Request Processing Menu, select menu option 2 for the Master Payment Request
Prompt and press Enter.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                    HH:MM:SS
 08/02/2000 T



               <1>  TEMPLATE PAYMENT REQUEST PROMPT

               <2>  MASTER PAYMENT REQUEST PROMPT

               <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

               <4>  BOOK ENTRY ADJUSTMENT PROMPT

               <5>  PAYMENT CANCELLATION PROMPT

               <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

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

RESULT:

The Master Payment Request Prompt appears.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP025CO                  MASTER PAYMENT REQUEST PROMPT                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234        SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: _   (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: _   (A=ACH OR F=FEDWIRE)                4=4TH, OR
 SETTLEMENT DATE:    __/__/____   (MM/DD/CCYY)             BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: _____

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:_____       SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__  OR PRESS ENTER TO DISPLAY LIST






                   F4=MENU F5=MAIN
```

SECTION 3.1.1

MASTER PAYMENT REQUESTS:
SUMMARY PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Summary Payment Request to draw funds.

EXAMPLE ONE

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment.

<   One Federal Agency

<   One Recipient Organization

<   Next day ACH payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234      SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)              4=4TH OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)          BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111          SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__  OR PRESS ENTER TO DISPLAY LIST






              F4=MENU F5=MAIN
```

STEP 1: RESULT

All of the ALCs for the Federal Agencies with accounts for this Recipient Organization are
displayed. In this example, there are two ALCs listed.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)          BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION      SHORT NAME     SEL   ALC/REGION      SHORT NAME

     11000001/       US MONEY1        _    22000000/02     US MONEY2




              F4=MENU F5=MAIN
```

STEP 2: ACTION

Type an S in the SEL column next to the Federal Agency" s Agency Location Code/Region from which you want to draw funds. Press Enter.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)              4=4TH OR
 SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)            BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL   ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1      _    22000000/02       US MONEY2



             F4=MENU F5=MAIN
```

STEP 2: RESULT

The request entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                  PAGE   1 OF   3
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS1     TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ: _____
 CASH ON HAND: _____               TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE     ITM
  F1R10001            _____         $500,000.00
  F1R10002            _____         $500,000.00
  F1R10003            _____         $500,000.00
    F1R103A           _____
    F1R103B           _____
    F1R103C           _____
  F1R10004                                     $500,000.00
    F1R104D           _____
    F1R104E           _____

 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                     F8=PGDN  F9=ALC  F10=RO
```

STEP 3: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the request.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                             PAGE    1 OF 3
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS1              TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U         TOT AMT REQ: 20000___
 CASH ON HAND: _____                             TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE        ITM
  F1R10001                10000_____          $500,000.00
  F1R10002                10000_____          $500,000.00
  F1R10003                                           $500,000.00
    F1R103A               _____
    F1R103B               _____
    F1R103C               _____
  F1R10004                                           $500,000.00
    F1R104D               _____
    F1R104E               _____
  ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                              F8=PGDN F9=ALC F10=RO
```

STEP 3: RESULT

The summary ACH payment request has been posted successfully.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                             PAGE    1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS1               TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U         TOT AMT REQ: $20,000.00
 CASH ON HAND:                                              TOT AMT ENT: $20,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000   E1ER125R 00005    1564820
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE        ITM
  F1R10001                $10,000.00                $490,000.00          01
  F1R10002                $10,000.00                $490,000.00          02
  F1R10003                                          $500,000.00
    F1R103A
    F1R103B
    F1R103C
  F1R10004                                          $500,000.00
    F1R104D
    F1R104E

  ACTION:       (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                       F8=PGDN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                          PAGE   1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS1        TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U       TOT AMT REQ: $20,000.00
 CASH ON HAND:                                         TOT AMT ENT: $20,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000   E1ER125R 00005    1564820

        ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
   F1R10001                     $10,000.00            $490,000.00         01
   F1R10002                     $10,000.00            $490,000.00         02
   F1R10003                                           $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                           $500,000.00
     F1R104D
     F1R104E

  ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN                    F8=PGDN F9=ALC F10=RO
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The prompt screen appears.

```
 SP025C             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)             BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111             SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  _   11000001/        US MONEY1        _    22000000/02      US MONEY2




               F4=MENU F5=MAIN
```

EXAMPLE TWO

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a warehoused ACH payment.

<   One Federal Agency

<   One Recipient Organization

<   Warehoused (ACH) payment

STEP 1: ACTION

Fill in the prompt screen and press Enter. Select a payment settlement date up to 32 calendar days from the current system cycle date.

```
SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234        SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)               4=4TH, OR
SETTLEMENT DATE:  08/23/2000    (MM/DD/CCYY)             BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS2

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111            SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION        SHORT NAME     SEL    ALC/REGION       SHORT NAME

 S   11000001/          US MONEY1       _     22000000/02      US MONEY2




                  F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up.

```
SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
                                                    PAGE   1 OF   3
REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/23/2000  REQ REF NUM: MS2            TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111       SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____                          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
       ACCOUNT ID       AMOUNT REQUESTED        AVAILABLE BALANCE     ITM
    F1R10001           _____         $490,000.00
   F1R10002            _____         $490,000.00
   F1R10003                                       $500,000.00
     F1R103A           _____
     F1R103B           _____
     F1R103C           _____
   F1R10004                                       $500,000.00
     F1R104D           _____
     F1R104E           _____

  ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                          F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the warehoused summary request.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO                SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                             PAGE   1 OF 3
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/23/2000     REQ REF NUM: MS2            TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U          TOT AMT REQ: 10000___
 CASH ON HAND: _____                              TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R10001                5000_____          $490,000.00
   F1R10002                5000_____          $490,000.00
   F1R10003                                           $500,000.00
     F1R103A               _____
     F1R103B               _____
     F1R103C               _____
   F1R10004                                           $500,000.00
     F1R104D               _____
     F1R104E               _____
   ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The summary warehoused payment request has posted successfully.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO                SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                             PAGE   1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/23/2000     REQ REF NUM: MS2            TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U          TOT AMT REQ: $10,000.00
 CASH ON HAND:                                              TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R10001                    $5,000.00              $485,000.00         01
   F1R10002                    $5,000.00              $485,000.00         02
   F1R10003                                           $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                           $500,000.00
     F1R104D
     F1R104E
   ACTION:       (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                        F8=PGDN
 I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                                 PAGE   1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/23/2000   REQ REF NUM: MS2            TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ: $10,000.00
 CASH ON HAND:                                          TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001


       ACCOUNT ID            AMOUNT REQUESTED        AVAILABLE BALANCE      ITM
  F1R10001                       $5,000.00              $485,000.00        01
  F1R10002                       $5,000.00              $485,000.00        02
  F1R10003                                              $500,000.00
    F1R103A
    F1R103B
    F1R103C
  F1R10004                                              $500,000.00
    F1R104D
    F1R104E
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN                    F8=PGDN F9=ALC F10=RO
 I0088   SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025C              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                     HH:MM:SS
08/02/2000 T
 REQUESTOR ID:0101234        SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)              4=4TH, OR
 SETTLEMENT DATE:  08/23/2000    (MM/DD/CCYY)              BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS2

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE<S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL   ALC/REGION       SHORT NAME

  _   11000001/         US MONEY1       _    22000000/02      US MONEY2







            F4=MENU F5=MAIN
```

EXAMPLE THREE

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a Fedwire payment for same day settlement.

<   One Federal Agency

<   One Recipient Organization

<   FEDWIRE payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO              MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234     SHORT NAME: GRAY U        BANK ACCT: 1 (1=1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)         BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS3

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111          SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME
  S   11000001/         US MONEY1       _     22000000/02      US MONEY2




                F4=MENU F5=MAIN
```

STEP 1: RESULT

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO              MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234        SHORT NAME: GRAY U     BANK ACCT: 1_(1=1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD,
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)            4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)        BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS3

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                  FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _     22000000/02      US MONEY2




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

STEP 2: ACTION

Type Y to confirm and press Enter.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234     SHORT NAME: GRAY U     BANK ACCT: 1_(1=1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD,
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:  08/02/2000   (MM/DD/CCYY)                  BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS3

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                    FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _    22000000/02       US MONEY2




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

STEP 2: RESULT

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```
 SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP030EO           SUMMARY PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                     PAGE   1 OF   3
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000  REQ REF NUM: MS3   TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U        TOT AMT REQ: _____
 CASH ON HAND: _____              TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE    ITM
  F1R10001          _____       $485,000.00
  F1R10002          _____       $485,000.00
  F1R10003                                   $500,000.00
    F1R103A         _____
    F1R103B         _____
    F1R103C         _____
  F1R10004                                   $500,000.00
    F1R104D         _____
    F1R104E         _____
 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN  F9=ALC  F10=RO
```

STEP 3: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Enter Action P to post the request and press Enter.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
 08/02/2000 T
                                                        PAGE       1 OF       3
  REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000   REQ REF NUM: MS3        TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: 100000____
 CASH ON HAND: _____                            TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED         AVAILABLE BALANCE     ITM
   F1R10001                50000_____          $485,000.00
   F1R10002                50000_____          $485,000.00
   F1R10003                                           $500,000.00
     F1R103A               _____
     F1R103B               _____
     F1R103C               _____
   F1R10004                                           $500,000.00
     F1R104D               _____
     F1R104E               _____
 ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                    F8=PGDN  F9=ALC  F10=RO
```

STEP 3: RESULT

The summary payment request is posted successfully.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
 08/02/2000 T
                                                        PAGE   1 OF 3
 REQUESTOR ID: 0101234              SUMMARY POSTED
 SETTLEMENT DATE: 08/02/2000    REQ REF NUM: MS3           TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U       TOT AMT REQ: $100,000.00
 CASH ON HAND:                                         TOT AMT ENT: $100,000.00
   ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED         AVAILABLE BALANCE     ITM #
   F1R10001                  $50,000.00               $435,000.00        01
   F1R10002                  $50,000.00               $435,000.00        02
   F1R10003                                           $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                           $500,000.00
     F1R104D
     F1R104E
  ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT  F4=MENU  F5=MAIN                   F8=PGDN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                             PAGE    1 OF   3
 REQUESTOR ID: 0101234              SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000     REQ REF NUM: MS3            TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111              SHORT NAME: GRAY U    TOT AMT REQ: $100,000.00
 CASH ON HAND:                                            TOT AMT ENT: $100,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226


       ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE      ITM #
   F1R10001                     $50,000.00           $435,000.00        01
   F1R10002                     $50,000.00           $435,000.00        02
   F1R10003                                          $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                          $500,000.00
     F1R104D
     F1R104E
           F3=PRMT F4=MENU F5=MAIN         F7=PGUP
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The prompt screen appears with the information you entered earlier. You may change this information as needed to make another Master Summary Payment Request.

```
 SP025C             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234        SHORT NAME: GRAY U   BANK ACCT: 1 (1=1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=ND, 3= 3RD,
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:  08/02/2000    (MM/DD/CCYY)                  BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS3

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111            SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  _   11000001/         US MONEY1       _    22000000/02       US MONEY2




              F4=MENU F5=MAIN
```

EXAMPLE FOUR

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization. We are requesting an ACH payment for delivery to one of multiple bank relationships.

<   One Federal Agency

<   One Recipient Organization

<   MORE THAN one screen of accounts

<   Next day ACH payment

<   Multiple bank relationships

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note that we are selecting bank relationship 2, so the funds will be delivered to the Requestor"s second ACH bank relationship.

```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP025CO              MASTER PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234       SHORT NAME: GRAY U      BANK ACCT: 2 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH OR
SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS4


PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111           SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__   OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION       SHORT NAME     SEL   ALC/REGION        SHORT NAME

 S   11000001/        US MONEY1        _   22000000/02       US MONEY2




              F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt. Note that you are on page 1 of 3, and the F8=PGDN function key is displayed to let you page down to additional pages of account IDs.

```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
08/02/2000 T
                                                      PAGE   1 OF   3
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS4        TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: _____
CASH ON HAND: _____               TOT AMT ENT:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE     ITM
  F1R10001          _____          $435,000.00
  F1R10002          _____          $435,000.00
  F1R10003                                    $500,000.00
    F1R103A         _____
    F1R103B         _____
    F1R103C         _____
  F1R10004                                    $500,000.00
    F1R104D         _____
    F1R104E         _____
ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                          F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID on this page. Then, press F8=PGDN to navigate to the next page of Account IDs.

```
SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                          PAGE     1 OF     3
  REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS4       TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: 21500____
CASH ON HAND: _____                           TOT AMT ENT:
ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED   AVAILABLE BALANCE    ITM
  F1R10001                 10000_____       $435,000.00
  F1R10002                 10000_____       $435,000.00
  F1R10003                                         $500,000.00
    F1R103A                _____
    F1R103B                _____
    F1R103C                _____
  F1R10004                                         $500,000.00
    F1R104D                _____
    F1R104E                _____
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                             F8=PGDN  F9=ALC  F10=RO
```

STEP 2: RESULT

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed. This function key will allow you to "page up" to the previous page of Account IDs, if desired.

```
SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                          PAGE     2 OF     3
REQUESTOR ID: 0101234        SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS4       TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: $21,500.00
CASH ON HAND:                                            TOT AMT ENT: $20,000.00
ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE       ITM
   F1R104F                 _____
F1R10005                                         $500,000.00
   F1R105G                 _____
   F1R105H                 _____
   F1R105I                 _____
F1R10006                   _____     $500,000.00
F1R10007                   _____     $500,000.00
F1R10008                   _____     $500,000.00
F1R10009                   _____     $500,000.00

ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                       F7=PGUP   F8=PGDN     F9=ALC F10=RO
 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

Enter the AMOUNT REQUESTED from each desired Account ID on this page. Type a P in the
ACTION field and press Enter to post the summary request.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
 08/02/2000 T
                                                             PAGE  2 OF 3
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS4          TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U           TOT AMT REQ: $21,500.00
 CASH ON HAND:                                             TOT AMT ENT: $20,000.00
 ASAP SEQUENCE NUMBER:

        ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE     ITM
   F1R104F               _____
 F1R10005                                        $500,000.00
   F1R105G               _____
   F1R105H               _____
   F1R105I               _____
 F1R10006                750_____       $500,000.00
 F1R10007                750_____       $500,000.00
 F1R10008                _____       $500,000.00
 F1R10009                _____       $500,000.00
 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F7=PGUP F8=PGDN      F9=ALC F10=RO
 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: RESULT

You are returned to the **first** page of accounts, with updated available balances.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
 08/02/2000 T
                                                             PAGE  1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS4              TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ: $21,500.00
 CASH ON HAND:                                          TOT AMT ENT: $21,500.00
   ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
        ACCOUNT ID        AMOUNT REQUESTED       AVAILABLE BALANCE     ITM #
   F1R10001                 $10,000.00            $425,000.00          01
   F1R10002                 $10,000.00            $425,000.00          02
   F1R10003                                       $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                       $500,000.00
     F1R104D
     F1R104E
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT  F4=MENU  F5=MAIN                F8=PGDN
 I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F8=PGDN to view page 2 of the posted summary request.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                    PAGE     1 OF    3
REQUESTOR ID: 0101234          SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000    REQ REF NUM: MS4              TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ: $21,500.00
CASH ON HAND:                                          TOT AMT ENT: $21,500.00
   ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE    ITM #
  F1R10001                     $10,000.00            $425,000.00        01
  F1R10002                     $10,000.00            $425,000.00        02
  F1R10003                                           $500,000.00
    F1R103A
    F1R103B
    F1R103C
  F1R10004                                           $500,000.00
    F1R104D
    F1R104E
ACTION:       (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT  F4=MENU  F5=MAIN                    F8=PGDN
 I0043    SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The second page appears, complete with updated available balances. **Note:** The ASAP
SEQUENCE NUMBER is the same for all pages of a summary request.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                    PAGE     2 OF    3
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS4            TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U      TOT AMT REQ: $21,500.00
CASH ON HAND:                                          TOT AMT ENT: $21,500.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226

      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE    ITM #
   F1R104F
F1R10005                                           $500,000.00
   F1R105G
   F1R105H
   F1R105I
F1R10006                        $750.00            $499,250.00        03
F1R10007                        $750.00            $499,250.00        04
F1R10008                                           $500,000.00
F1R10009                                           $500,000.00
ACTION:       (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN
 I0054    PAGING PERFORMED.
```

STEP 5: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                              PAGE    2 OF   3
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS4          TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U     TOT AMT REQ: $21,500.00
 CASH ON HAND:                                          TOT AMT ENT: $21,500.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226


       ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM #
    F1R104F
 F1R10005                                          $500,000.00
    F1R105G
    F1R105H
    F1R105I
 F1R10006                        $750.00           $499,250.00           03
 F1R10007                        $750.00           $499,250.00           04
 F1R10008                                          $500,000.00
 F1R10009                                          $500,000.00
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
             F3=PRMT F4=MENU F5=MAIN         F7=PGUP F8=PGDN
  I0054   PAGING PERFORMED.
```

STEP 5: RESULT

The prompt screen appears with the information you entered earlier. You may change this information as needed make another Master Summary Payment Request.

```
 SP025C              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                     HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U    BANK ACCT: 2 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)               4=4TH OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)             BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS4

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111             SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION      SHORT NAME     SEL   ALC/REGION      SHORT NAME

  _   11000001/        US MONEY1       _   22000000/02      US MONEY2


                F4=MENU F5=MAIN
```

EXAMPLE FIVE

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from MORE THAN one screen of Account IDs. We are requesting from accounts subject to Agency Review.

<   One Federal Agency

<   One Recipient Organization

<   MORE THAN one screen of accounts

<   Accounts subject to Agency Review

<   Next day ACH payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note that we are changing the BANK ACCT back to "1".

```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP025CO               MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234      SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)              4=4TH OR
SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)            BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS5

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:0101111           SHORT NAME:
AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

 S   11000001/         US MONEY1       _    22000000/02       US MONEY2



              F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all Account IDs associated with the Federal Agency - Recipient Organization combination specified on the prompt.

```
SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO           SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                     PAGE   1 OF   3
REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS5        TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111       SHORT NAME: GRAY U        TOT AMT REQ: _____
CASH ON HAND: _____               TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE    ITM
  F1R10001            _____        $425,000.00
  F1R10002            _____        $425,000.00
  F1R10003                                      $500,000.00
    F1R103A           _____
    F1R103B           _____
    F1R103C           _____
  F1R10004                                      $500,000.00
    F1R104D           _____
    F1R104E           _____
ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Press F8=PGDN to get to the second page of accounts.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                       PAGE     1 OF     3
   REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS5       TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: _____
 CASH ON HAND: _____                             TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID         AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
   F1R10001           _____             $425,000.00
   F1R10002           _____             $425,000.00
   F1R10003                                        $500,000.00
     F1R103A          _____
     F1R103B          _____
     F1R103C          _____
   F1R10004                                        $500,000.00
     F1R104D          _____
     F1R104E          _____
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                              F8=PGDN  F9=ALC  F10=RO
```

STEP 2: RESULT

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                       PAGE     2 OF     3
 REQUESTOR ID: 0101234         SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS5       TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ:_____
 CASH ON HAND:                                            TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID         AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
   F1R104F            _____
 F1R10005                                        $500,000.00
     F1R105G          _____
     F1R105H          _____
     F1R105I          _____
 F1R10006             _____           $499,250.00
 F1R10007             _____           $499,250.00
 F1R10008             _____           $500,000.00
 F1R10009             _____           $500,000.00

 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                    F7=PGUP   F8=PGDN      F9=ALC F10=RO
 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

Enter the TOTAL AMOUNT REQUESTED and the AMOUNT REQUESTED from each
desired Account ID on this page. Type a P in the ACTION field and press Enter to post the
summary request. Note that these accounts are subject to Agency Review, and that the amounts
requested exceed the Agency Review threshold.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO                 SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                              PAGE   2 OF 3
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS5          TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: 325000
 CASH ON HAND:                                            TOT AMT ENT:
 ASAP SEQUENCE NUMBER:

      ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE     ITM
   F1R104F              _____
 F1R10005                                       $500,000.00
   F1R105G              _____
   F1R105H              _____
   F1R105I              _____
 F1R10006              _____        $499,250.00
 F1R10007              _____        $499,250.00
 F1R10008              100000_____        $500,000.00
 F1R10009              225000_____        $500,000.00

 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F7=PGUP F8=PGDN      F9=ALC F10=RO
 I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: RESULT

You are returned to the **first** page of accounts, with an information message advising that the
request is subject to agency review. Note: A payment request subject to agency review will be
held and not affect account balances until the Federal Agency either approves or rejects the
payment.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030EO                 SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                              PAGE   1 OF 3
 REQUESTOR ID: 0101234        SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS5          TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U    TOT AMT REQ: $325,000.00
 CASH ON HAND:                                       TOT AMT ENT: $325,000.00
   ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
      ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE     ITM #
   F1R10001                                     $425,000.00
   F1R10002                                     $425,000.00
   F1R10003                                     $500,000.00
     F1R103A
     F1R103B
     F1R103C
   F1R10004                                     $500,000.00
     F1R104D
     F1R104E
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT  F4=MENU  F5=MAIN               F8=PGDN
 I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
```

STEP 4: ACTION

Press F8=PGDN to view page 2 of the posted summary request.

```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                          PAGE     1 OF     3
REQUESTOR ID: 0101234           SUMMARY POSTED
SETTLEMENT DATE: 08/03/2000    REQ REF NUM: MS5             TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U      TOT AMT REQ: $325,000.00
CASH ON HAND:                                        TOT AMT ENT: $325,000.00
   ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226
      ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE    ITM #
  F1R10001                                       $425,000.00
  F1R10002                                       $425,000.00
  F1R10003                                       $500,000.00
    F1R103A
    F1R103B
    F1R103C
  F1R10004                                       $500,000.00
    F1R104D
    F1R104E
ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT  F4=MENU  F5=MAIN               F8=PGDN

 I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
```

STEP 4: RESULT

The second page appears. Note that the available balances are unaffected. The available balance will not be reduced until the Agency approves the request. **Note:** The ASAP SEQUENCE NUMBER is the same for all pages of a summary request.

```
SP030E           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                          PAGE     2 OF     3
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000    REQ REF NUM: MS5             TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U      TOT AMT REQ: $325,000.00
CASH ON HAND:                                        TOT AMT ENT: $325,000.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226

      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM #
   F1R104F
F1R10005                                          $500,000.00
   F1R105G
   F1R105H
   F1R105I
F1R10006                                          $499,250.00
F1R10007                                          $499,250.00
F1R10008                  $100,000.00             $500,000.00         01
F1R10009                  $225,000.00             $500,000.00         02

 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN            F7=PGUP F8=PGDN
  I0054   PAGING PERFORMED.
```

STEP 5: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030EO                SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                            PAGE    2 OF   3
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS5           TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION:  11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME: GRAY U    TOT AMT REQ: $325,000.00
CASH ON HAND:                                        TOT AMT ENT: $325,000.00
ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V  000002  1040226


      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE      ITM #
   F1R104F
F1R10005                                          $500,000.00
   F1R105G
   F1R105H
   F1R105I
F1R10006                                          $499,250.00
F1R10007                                          $499,250.00
F1R10008                     $100,000.00          $500,000.00           01
F1R10009                     $225,000.00          $500,000.00           02


          F3=PRMT F4=MENU F5=MAIN         F7=PGUP F8=PGDN
  I0054   PAGING PERFORMED.
```

STEP 5: RESULT

The prompt screen appears with the information you entered earlier. You may change this
information as needed to make another Master Summary Payment Request.

```
SP025C              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)            4=4TH OR
SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)        BLANK FOR LIST
REQUESTOR REFERENCE NUMBER: MS5

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111           SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

SEL   ALC/REGION       SHORT NAME     SEL   ALC/REGION       SHORT NAME

  _   11000001/        US MONEY1       _   22000000/02      US MONEY2







            F4=MENU F5=MAIN
```

EXAMPLE SIX

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment from accounts that have maximum draw limits set.

<   One Federal Agency

<   One Recipient Organization

<   Next day ACH payment

<   Accounts subject to Maximum Draw

STEP 1: ACTION

Fill in the prompt screen and press Enter.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)            BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS6

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111           SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _    22000000/02       US MONEY2







                F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all accounts for the Federal Agency - Recipient
Organization combination specified on the prompt.

```
 SP030E          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                    PAGE   1 OF   3
 REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS6        TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U         TOT AMT REQ: _____
 CASH ON HAND: _____                          TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
   F1R10001            _____          $425,000.00
   F1R10002            _____          $425,000.00
   F1R10003                                        $500,000.00
     F1R103A           _____
     F1R103B           _____
     F1R103C           _____
   F1R10004                                        $500,000.00
     F1R104D           _____
     F1R104E           _____

 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Press F8=PGDN to get to the second page of accounts.

```
SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                        PAGE     1 OF     3
  REQUESTOR  ID: 0101234       SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS6        TYPE OF PAYMENT:  S
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____                           TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM
  F1R10001               _____          $425,000.00
  F1R10002               _____          $425,000.00
  F1R10003                                          $500,000.00
    F1R103A              _____
    F1R103B              _____
    F1R103C              _____
  F1R10004                                          $500,000.00
    F1R104D              _____
    F1R104E              _____
ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                  F8=PGDN  F9=ALC  F10=RO
```

STEP 2: RESULT

The second page of Account IDs for this Federal Agency - Recipient Organization combination appears. Note that you are on Page 2 of 3, and the F7=PGUP function key is displayed.

```
SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                        PAGE     2 OF     3
REQUESTOR ID: 0101234        SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000  REQ REF NUM: MS6        TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ:_____
CASH ON HAND:                                            TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM
   F1R104F               _____
F1R10005                                            $500,000.00
    F1R105G              _____
    F1R105H              _____
    F1R105I              _____
F1R10006                 _____          $499,250.00
F1R10007                 _____          $499,250.00
F1R10008                 _____          $500,000.00
F1R10009                 _____          $500,000.00

ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F7=PGUP   F8=PGDN      F9=ALC F10=RO
  I0034   DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED from each desired Account ID on this page. Type P in the ACTION field and press Enter to post the request.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                         PAGE    2 OF 3
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS6          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME: GRAY U        TOT AMT REQ: 150000__
CASH ON HAND: _____                            TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R104F              _____
F1R10005                                         $500,000.00
   F1R105G              _____
   F1R105H              _____
   F1R105I              _____
F1R10006                75000_____        $499,250.00
F1R10007                75000_____         $499,250.00
F1R10008              _____         $500,000.00
F1R10009              _____         $500,000.00

   ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F7=PGUP F8=PGDN F9=ALC F10=RO
```

STEP 3: RESULT

The payment request has not posted successfully due to one or more accounts exceeding the daily maximum draw limit.

```
SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
08/02/2000 T
                                                         PAGE    2 OF 3
REQUESTOR ID: 0101234
SETTLEMENT DATE: 08/03/2000     REQ REF NUM: MS6          TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111           SHORT NAME: GRAY U     TOT AMT REQ: $150,000.00
CASH ON HAND:                                          TOT AMT ENT: $150,000.00
ASAP SEQUENCE NUMBER:
     ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
   F1R104F              _____
F1R10005                                         $500,000.00
   F1R105G              _____
   F1R105H              _____
   F1R105I              _____
F1R10006                $75,000.00               $499,250.00
F1R10007                $75,000.00               $499,250.00
F1R10008              _____         $500,000.00
F1R10009              _____         $500,000.00

   ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                   F7=PGUP F8=PGDN
 E0629   REQUEST EXCEEDS THE DAILY MAXIMUM DRAW LIMIT.
```

STEP 4: ACTION

You have the option to change the request amounts to be within the maximum draw amount limits and re-post the request. Here, we will just press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                              PAGE   2 OF 3
 REQUESTOR ID: 0101234
 SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS6              TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111         SHORT NAME: GRAY U      TOT AMT REQ: $150,000.00
 CASH ON HAND:                                         TOT AMT ENT: $150,000.00
 ASAP SEQUENCE NUMBER:
        ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE      ITM
    F1R104F               _____
 F1R10005                                          $500,000.00
    F1R105G               _____
    F1R105H               _____
    F1R105I               _____
 F1R10006                    $75,000.00            $499,250.00
 F1R10007                    $75,000.00            $499,250.00
 F1R10008               _____          $500,000.00
 F1R10009               _____          $500,000.00

  ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                    F7=PGUP F8=PGDN
 E0629   REQUEST EXCEEDS THE DAILY MAXIMUM DRAW LIMIT.
```

STEP 4: RESULT

The prompt screen appears.

```
 SP025C             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:  08/03/2000    (MM/DD/CCYY)              BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS6

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111              SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME    SEL    ALC/REGION       SHORT NAME

  _    11000001/        US MONEY1      _     22000000/02      US MONEY2




                F4=MENU F5=MAIN
```

EXAMPLE SEVEN

Using the **Master Summary** Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request a next day ACH payment from accounts that have account details (Control Accounts).

<   One Federal Agency

<   One Recipient Organization

<   Next day ACH payment

<   Control Account

STEP 1: ACTION

Fill in the prompt screen and press Enter.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP025CO                MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:0101234      SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)              4=4TH, OR
 SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)             BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS7

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111            SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _     22000000/02      US MONEY2





                F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears with all accounts for the Federal Agency - Recipient
Organization combination specified on the prompt. Note that the accounts with account details
only have enterable lines for AMOUNT REQUESTED at the account detail level.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP030EO            SUMMARY PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                    PAGE   1 OF   3
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS7        TYPE OF PAYMENT:  S
 AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U         TOT AMT REQ: _____
 CASH ON HAND: _____                          TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID       AMOUNT REQUESTED       AVAILABLE BALANCE    ITM
  F1R10001            _____         $425,000.00
  F1R10002            _____         $425,000.00
  F1R10003                                       $500,000.00
    F1R103A           _____
    F1R103B           _____
    F1R103C           _____
  F1R10004                                       $500,000.00
    F1R104D           _____
    F1R104E           _____

 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                          F8=PGDN  F9=ALC  F10=RO
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the total amount of the summary payment from all accounts. Then enter the AMOUNT REQUESTED at the account detail level from the Control Accounts on this page. Type P in the ACTION field and press Enter to post the request.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                              PAGE   1 OF 3
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000    REQ REF NUM: MS7             TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ: 10000___
 CASH ON HAND: _____                              TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID             AMOUNT REQUESTED     AVAILABLE BALANCE       ITM
   F1R10001                  _____       $425,000.00
   F1R10002                  _____       $425,000.00
   F1R10003                                           $500,000.00
     F1R103A                  2500_____
     F1R103B                  2500_____
     F1R103C                  _____
   F1R10004                                           $500,000.00
     F1R104D                  2500_____
     F1R104E                  2500_____
 ACTION:  P    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The payment request has posted successfully. The amounts requested at the Account ID level is displayed for you.

```
 SP030E              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO               SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
 08/02/2000 T
                                                              PAGE   1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000    REQ REF NUM: MS7             TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U      TOT AMT REQ: $10,000.00
 CASH ON HAND:                                          TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001
       ACCOUNT ID             AMOUNT REQUESTED     AVAILABLE BALANCE       ITM
   F1R10001                                           $425,000.00
   F1R10002                                           $425,000.00
   F1R10003                     $5,000.00             $495,000.00        01
     F1R103A                    $2,500.00
     F1R103B                    $2,500.00
     F1R103C
   F1R10004                     $5,000.00             $495,000.00        02
     F1R104D                    $2,500.00
     F1R104E                    $2,500.00
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                          F8=PGDN
 I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt screen.

```
 SP030E            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030EO             SUMMARY PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                              PAGE   1 OF 3
 REQUESTOR ID: 0101234           SUMMARY POSTED
 SETTLEMENT DATE: 08/03/2000   REQ REF NUM: MS7             TYPE OF PAYMENT: S
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U      TOT AMT REQ: $10,000.00
 CASH ON HAND:                                          TOT AMT ENT: $10,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000  E1QP120V 000003 1044001
       ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE       ITM
  F1R10001                                          $425,000.00
  F1R10002                                          $425,000.00
  F1R10003                     $5,000.00            $495,000.00       01
    F1R103A                    $2,500.00
    F1R103B                    $2,500.00
    F1R103C
  F1R10004                     $5,000.00            $495,000.00       02
    F1R104D                    $2,500.00
    F1R104E                    $2,500.00
 ACTION:      (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                       F8=PGDN
 I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO               MASTER PAYMENT REQUEST PROMPT                   HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)               4=4TH, OR
 SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)              BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MS7

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111            SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL   ALC/REGION       SHORT NAME

  _   11000001/        US MONEY1        _    22000000/02     US MONEY2




              F4=MENU F5=MAIN
```

SECTION 3.1.2
MASTER PAYMENT REQUESTS:
INDIVIDUAL PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Master Individual Payment Request
feature to draw funds.

--   Requestors who wish to request **same-day payments via FEDWIRE** should follow the
          steps in Example 1.

--   If you are a **requestor who draws from multiple Federal Agencies through ASAP**,
          follow the steps in Example 2 for how to make individual payment requests from
          multiple Federal agencies.

Note: Individual payments are subject to agency review/maximum draw limits and can have
control accounts as well as multiple banking relationships.

EXAMPLE ONE

Using the **Master Individual** Payment Request feature, we will draw funds from one Federal Agency for one Recipient Organization, selecting from more than one screen of accounts. We will request **SAME-DAY (FEDWIRE)** payments.

<   One Federal Agency

<   One Recipient Organization

<   More than one page of accounts

<   Same-day (FEDWIRE) payments

STEP 1: ACTION

Fill in the prompt screen as shown below (specifying same-day FEDWIRE settlement) and press
Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently
for each request on the entry screen in order to distinguish them.

```
 SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)            BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MI1_____

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111          SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__  OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _     22000000/02      US MONEY2




                         F4=MENU F5=MAIN
```

STEP 1: RESULT

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```
 SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                4=4TH, OR
 SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)            BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MI1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
               FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: _____/__ OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  S   11000001/         US MONEY1       _     22000000/02      US MONEY2



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

STEP 2: ACTION

Type Y to confirm and press Enter.

```
 SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT               HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234     SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)            4=4TH, OR
SETTLEMENT DATE:   08/02/2000    (MM/DD/CCYY)          BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI1


PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                  FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____/__ OR TYPE <S> TO SELECT FROM LIST


SEL   ALC/REGION      SHORT NAME     SEL   ALC/REGION      SHORT NAME

 S   11000001/       US MONEY1       _   22000000/02      US MONEY2





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

STEP 2: RESULT

The request entry screen appears. All accounts for the Federal Agency - Recipient Organization combination specified on the prompt have been pulled up and can be viewed on five separate pages. This is indicated where the screen shows that you are on page 1 of 5.

```
 SP030B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY        HH:MM:SS
08/02/2000 T
                                                 PAGE    1 OF     5
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000                        TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1                    CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED     AVAILABLE BALANCE
          REQ REF NUM                                          ITM #
F1R10001            _____          $425,000.00
          MI1_____
F1R10002            _____          $425,000.00
          MI1_____
F1R10003                                      $495,000.00
  F1R103A           _____
  F1R103B           _____
  F1R103C           _____
          MI1_____
ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                    F8=PGDN
```

STEP 3: ACTION

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Enter Action J to Jump and specify page number 3 to get to the third page of accounts.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
 08/02/2000 T
                                                     PAGE     3 OF     5
 REQUESTOR ID: 0101234                     SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                          TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                     SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                       CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE
            REQ REF NUM                                             ITM #
 F1R10001              25000_____          $425,000.00
             MI1-1_____
 F1R10002              25000_____          $425,000.00
             MI1-2_____
 F1R10003                                         $495,000.00
   F1R103A             _____
   F1R103B             _____
   F1R103C             _____
             MI1_____
 ACTION: J   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                     F8=PGDN
```

STEP 3: RESULT

The third page of accounts appears to request funds.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY           HH:MM:SS
 08/02/2000 T
                                                     PAGE     3 OF     5
 REQUESTOR ID: 0101234                     SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                          TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                     SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1              CASH ON HAND:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE
            REQ REF NUM                                             ITM #
    F1R105G              _____
             MI1_____
 F1R10006              _____          $499,250.00
             MI1_____
 F1R10007              _____          $499,250.00
             MI1_____
 F1R10008              _____          $500,000.00
             MI1_____

 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                            F7=PGUP F8=PGDN
 I0050 JUMP SUCCESSFUL.  ALL DATA ON PREVIOUS PAGE SAVED BUT NOT POSTED.
```

STEP 4: ACTION

Enter the amount requested from the desired accounts and post the request.

```
 SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                     PAGE      3 OF     5
 REQUESTOR ID: 0101234                    SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000                            TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                       CASH ON HAND:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
            REQ REF NUM                                              ITM #
    F1R105G                _____
            MI1_____
 F1R10006                  10000_____         $499,250.00
            MI1-3_____
 F1R10007                  10000_____         $499,250.00
            MI1-4_____
 F1R10008                  _____        $500,000.00
            MI1_____
 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                 F7=PGUP F8=PGDN
 I0054 PAGING PERFORMED.
```

STEP 4: RESULT

The request is posted. You are returned to the first page of accounts. An ASAP Sequence
Number is assigned, with Item Numbers assigned to the accounts from which funds were
requested.

```
 SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
                                                     PAGE      1 OF     5
 REQUESTOR ID: 0101234        REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                            TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                       CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
            REQ REF NUM                                              ITM #
 F1R10001                    $25,000.00           $400,000.00
            MI1-1                                SEQNUM: 000001 01
 F1R10002                    $25,000.00           $400,000.00
            MI1-2                                SEQNUM: 000002 01
 F1R10003                                         $495,000.00
   F1R103A
   F1R103B
   F1R103C
            MI1
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                  F8=PGDN F9=ALC F10=RO
 I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: ACTION

Enter Action J to Jump and page number 3 (or press F8=PGDN twice) to view the 3rd page of the posted request.

```
 SP030B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                    PAGE     3 OF     5
 REQUESTOR ID: 0101234        REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                             TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                             CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE
           REQ REF NUM                                              ITM #
 F1R10001                     $25,000.00             $400,000.00
           MI1-1                                     SEQNUM: 000001 01
 F1R10002                     $25,000.00             $400,000.00
           MI1-2                                     SEQNUM: 000002 01
 F1R10003                                            $495,000.00
   F1R103A
   F1R103B
   F1R103C
           MI1
 ACTION: J   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN            F7=PGUP F8=PGDN F9=ALC F10=RO
 I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 5: RESULT

You are presented with the third page of accounts.

```
 SP030B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                    PAGE     3 OF     5
 REQUESTOR ID: 0101234        REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                             TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                    SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                             CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE
           REQ REF NUM                                              ITM#
   F1R105G
           MI1
 F1R10006                     $10,000.00             $489,250.00
           MI1-3                                     SEQNUM: 000003 01
 F1R10007                     $10,000.00             $489,250.00
           MI1-4                                     SEQNUM: 000004 01
 F1R10008                                            $500,000.00
           MI1
 ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN            F7=PGUP F8=PGDN F9=ALC F10=RO
 I0048 JUMP FUNCTION SUCCESSFULLY PERFORMED.
```

STEP 6: ACTION

Press F3=PRMT to return to the Master Payment Request Prompt.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
08/02/2000 T

 REQUESTOR ID: 0101234       REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000                            TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                   SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI1                            CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
     ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE
          REQ REF NUM                                              ITM#
   F1R105G
          MI1
 F1R10006                    $10,000.00           $489,250.00
          MI1-3                                   SEQNUM: 000003 01
 F1R10007                    $10,000.00           $489,250.00
          MI1-4                                   SEQNUM: 000004 01
 F1R10008                                         $500,000.00
          MI1
 ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN            F7=PGUP F8=PGDN F9=ALC F10=RO
 I0048 JUMP FUNCTION SUCCESSFULLY PERFORMED.
```

STEP 6: RESULT

The prompt screen appears.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)            4=4TH, OR
 SETTLEMENT DATE:  08/02/2000    (MM/DD/CCYY)          BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MI1

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: _____/__ OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION      SHORT NAME     SEL    ALC/REGION      SHORT NAME

  _   11000001/        US MONEY1       _    22000000/02      US MONEY2









         F4=MENU F5=MAIN
```

EXAMPLE TWO

Reminder: You only need to complete this example if you will be requesting from more than one Federal Agency through ASAP.

Using the **Master Individual** Payment Request feature, we will draw funds on behalf of one Recipient Organization from TWO Federal Agencies, each time selecting from one screen of accounts. We will request individual **ACH** payments, using the optional **Requestor Reference Number** to identify each payment separately.

<   TWO Federal Agencies

<   One Recipient Organization

<   Multiple screens of accounts for each Federal Agency - Recipient Organization combination

<   ACH payments

STEP 1: ACTION

Fill in the prompt screen as shown below (specifying ACH delivery, next day settlement) and press Enter. **Note:** We will enter a partial Requestor Reference Number here and fill it in differently for each request on the entry screen in order to distinguish them.

```
 SP025C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025CO                MASTER PAYMENT REQUEST PROMPT                    HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U       BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I    (I=INDIVIDUAL OR S=SUMMARY)                  2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)                  4=4TH, OR
 SETTLEMENT DATE: 08/03/2000    (MM/DD/CCYY)                        BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MI2_____

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID:0101111      SHORT NAME:
 AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION        SHORT NAME     SEL   ALC/REGION       SHORT NAME

  S   11000001/          US MONEY1       _   22000000/02       US MONEY2




                    F4=MENU F5=MAIN
```

STEP 1: RESULT

The request entry screen appears.   The screen indicates that you are on Page 1 of 5.

```
 SP030B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO             INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                    PAGE     1 OF     5
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000                         TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI2                  CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED      AVAILABLE BALANCE
          REQ REF NUM                                                ITM #
 F1R10001              _____          $400,000.00
          MI2_____
 F1R10002              _____          $400,000.00
          MI2_____
 F1R10003                                        $495,000.00
    F1R103A            _____
    F1R103B            _____
    F1R103C            _____
          MI2_____
 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                         F8=PGDN
```

STEP 2: ACTION

Enter the amount requested from the desired accounts, and change the Requestor Reference Number to identify each payment separately. Type a P in the Action field and press Enter to post this page.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                    PAGE     1 OF     5
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000                        TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI2                    CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE
           REQ REF NUM                                              ITM #
 F1R10001            1000_____          $400,000.00
           MI2-1_____
 F1R10002            1000_____          $400,000.00
           MI2-2_____
 F1R10003                                         $495,000.00
   F1R103A                  _____
   F1R103B                  _____
   F1R103C                  _____
           MI2_____
 ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                    F8=PGDN
```

STEP 2: RESULT

This page of requests is approved and posted.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY            HH:MM:SS
 08/02/2000 T
                                                    PAGE     1 OF     5
 REQUESTOR ID: 0101234    REQUEST(S) POSTED
 SETTLEMENT DATE: 08/03/2000                        TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI2                    CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID           AMOUNT REQUESTED      AVAILABLE BALANCE
           REQ REF NUM                                              ITM #
 F1R10001                     $1,000.00           $399,000.00
           MI2-1                                  SEQNUM: 000005 01
 F1R10002                     $1,000.00           $399,000.00
           MI2-2                                  SEQNUM: 000006 01
 F1R10003                                         $495,000.00
   F1R103A
   F1R103B
   F1R103C
           MI2
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN               F8=PGDN  F9=ALC F10=RO
   I0083 NEXT DAY PAYMENT REQUESTS APPROVED.
```

STEP 3: ACTION

Press the F9=ALC function key to specify the next Federal Agency.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY        HH:MM:SS
 08/02/2000 T
                                                     PAGE    1 OF    5
 REQUESTOR ID: 0101234       REQUEST(S) POSTED
 SETTLEMENT DATE: 08/03/2000                          TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI2                    CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID         AMOUNT REQUESTED      AVAILABLE BALANCE
           REQ REF NUM                                            ITM #
 F1R10001                     $1,000.00           $399,000.00
           MI2-1                                  SEQNUM: 000005 01
 F1R10002                     $1,000.00           $399,000.00
           MI2-2                                  SEQNUM: 000006 01
 F1R10003                                         $495,000.00
   F1R103A
   F1R103B
   F1R103C
           MI2
 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                 F8=PGDN  F9=ALC F10=RO
   I0083 NEXT DAY PAYMENT REQUESTS APPROVED.
```

STEP 3: RESULT

The prompt appears with the Agency Location Code/Region field blank.

```
 SP025C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
 SP025CO             MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I   (I=INDIVIDUAL OR S=SUMMARY)          2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)          4=4TH, OR
 SETTLEMENT DATE: 08/03/2000    (MM/DD/CCYY)              BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: MI2_____

 PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:_____/__ OR TYPE <S> TO SELECT FROM LIST

 SEL   ALC/REGION       SHORT NAME     SEL    ALC/REGION       SHORT NAME

  _   11000001/         US MONEY1       _   22000000/02       US MONEY2




           F4=MENU F5=MAIN
```

STEP 4: ACTION

Type in the Agency Location Code/Region of the next Federal Agency from which you wish to draw funds for this Recipient Organization. Press Enter.

```
SP025C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP025CO                MASTER PAYMENT REQUEST PROMPT                HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: I   (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)             4=4TH, OR
SETTLEMENT DATE: 08/03/2000    (MM/DD/CCYY)                 BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MI2_____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID: 0101111       SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 22000002/02 OR TYPE <S> TO SELECT FROM LIST      |

SEL   ALC/REGION        SHORT NAME     SEL   ALC/REGION        SHORT NAME

 _    11000001/         US MONEY1       _    22000000/02       US MONEY2




                        F4=MENU F5=MAIN
```

STEP 4: RESULT

The request entry screen re-appears with the accounts for the new Federal Agency - Recipient Organization combination just specified. **NOTE** that you are on Page 1 of 1. The screen with the first Federal Agency - Recipient Organization combination was posted in Step 2 and is no longer displayed.

```
SP030B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP030BO            INDIVIDUAL PAYMENT REQUEST MASTER ENTRY         HH:MM:SS
08/02/2000 T
                                                    PAGE    1 OF    1
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000                            TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 22000000/02    SHORT NAME: US MONEY2
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2                    CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
    ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE
          REQ REF NUM                                              ITM #
F2R10001                    _____       $200,000.00
          MI2_____
F2R10002                    _____       $200,000.00
          MI2_____
F2R10003                    _____       $200,000.00
          MI2_____
F2R10004                    _____       $200,000.00
          MI2_____
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 5: ACTION

Request funds from the desired accounts, remembering to assign a different reference number to each request. Type P in the ACTION field and press Enter to Post.

```
SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO              INDIVIDUAL PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                      PAGE      1 OF     1
REQUESTOR ID: 0101234           SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03/2000                                  TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 22000000/02    SHORT NAME: US MONEY2
RECIPIENT ID: 0101111           SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2                        CASH ON HAND: _____
ASAP SEQUENCE NUMBER:
     ACCOUNT ID              AMOUNT REQUESTED        AVAILABLE BALANCE
           REQ REF NUM                                                    ITM#
F2R10001                     10000_____          $200,000.00
           MI2-3_____
F2R10002                     _____          $200,000.00
           MI2_____
F2R10003                     5000_____           $200,000.00
           MI2-4_____
F2R10004                     _____          $200,000.00
           MI2_____
ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 5: RESULT

This page of requests is approved and posted.

```
SP030B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030BO              INDIVIDUAL PAYMENT REQUEST MASTER ENTRY              HH:MM:SS
08/02/2000 T
                                                      PAGE      1 OF     1
REQUESTOR ID: 0101234           REQUEST(S) POSTED
SETTLEMENT DATE: 08/03/2000                                  TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 22000000/02    SHORT NAME: US MONEY2
RECIPIENT ID: 0101111           SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI2                        CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
     ACCOUNT ID              AMOUNT REQUESTED        AVAILABLE BALANCE
      REQ REF NUM                                                    ITM #
F2R10001                        $10,000.00              $190,000.00
           MI2-3                                        SEQNUM: 000007 01
F2R10002                                                $200,000.00
           MI2
F2R10003                        $5,000.00               $195,000.00
           MI2-4                                        SEQNUM: 000008 01
F2R10004
           MI2
ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN                          F9=ALC F10=RO
I0083 NEXT DAY PAYMENT REQUESTS APPROVED.
```

STEP 6: ACTION

Press F4=MENU to return to the Payment Request Processing menu.

```
 SP030B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030BO           INDIVIDUAL PAYMENT REQUEST MASTER ENTRY          HH:MM:SS
 08/02/2000 T
                                                        PAGE     1 OF     1
 REQUESTOR ID: 0101234        REQUEST(S) POSTED
 SETTLEMENT DATE: 08/03/2000                          TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 22000000/02    SHORT NAME: US MONEY2
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: MI2                    CASH ON HAND:
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
      ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE
            REQ REF NUM                                              ITM #
 F2R10001                        $10,000.00           $190,000.00
            MI2-3                                 SEQNUM: 000007 01
 F2R10002                                            $200,000.00
            MI2
 F2R10003                         $5,000.00           $195,000.00
            MI2-4                                 SEQNUM: 000008 01
 F2R10004
            MI2

 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                          F9=ALC F10=RO
 I0083 NEXT DAY PAYMENT REQUESTS APPROVED.
```

STEP 6: RESULT

The Payment Request Processing menu appears.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO              PAYMENT REQUEST PROCESSING                     HH:MM:SS
 08/02/2000 T

              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT




                                    ENTER SELECTION NUMBER: _
                                    PRESS ENTER


     F2=EXIT            F5=MAIN
```

SECTION 3.2
TEMPLATE PAYMENT REQUESTS

PURPOSE

In this section you will learn how to:

<   Create a custom-built list of ASAP Accounts (or Template) for your own use; and

<   Use the Template Payment Request feature to create summary and individual payments.

CREATING AND USING TEMPLATES

In the previous section, you learned about the Master List of ASAP Accounts for your organization in the ASAP system and how to use it to draw funds.

You may find that there are certain ASAP Accounts from which you regularly draw funds. Instead of pulling up the entire Master List of accounts and selecting the same accounts over and over each time you wish to draw from them, you can perform the selection process once, store the recurring group of accounts on a **template**, and then use the template to request funds. In this way, creating and using a template is a shortcut, saving you time and keystrokes in the payment request process.

Using a template to request funds is similar to using the Master Payment Request process. You will be able to request both summary payments (draws from multiple accounts resulting in one payment) and individual payments (one account, one payment). Both individual and summary payments can be made via ACH or FEDWIRE.

NOTE:

<   A list of the templates that you have created is stored by the system and will be presented to you on the Template Payment Request Prompt Screen.

<   If a Federal Agency adds more ASAP Accounts for you to request against, and you want any or all of those accounts to appear on any of your templates, you must **add those accounts to your template(s)**. New accounts, or any accounts for that matter, do not "appear" on any template without you adding them.

The Examples in this section will illustrate how to create and modify a template, and how to draw funds using the Template Payment Request feature.

SECTION 3.2.1
CREATE PAYMENT REQUESTOR TEMPLATE

GUIDE TO EXAMPLES

The following pages contain examples of how to create and modify Payment Requestor Templates.

In **Example 1**, you will see how to create a simple template containing ASAP Accounts for a single Federal Agency-Recipient Organization combination.

In **Example 2**, you will see how to modify a previously created template.

TO BEGIN CREATING OR MODIFYING A TEMPLATE

ACTION:

On the Payment Request Processing Menu, type 3 for the Create Payment Requestor Template Prompt and press Enter.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP020AO                     PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



                 <1>   TEMPLATE PAYMENT REQUEST PROMPT

                 <2>   MASTER PAYMENT REQUEST PROMPT

                 <3>   CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

                 <4>   BOOK ENTRY ADJUSTMENT PROMPT

                 <5>   PAYMENT CANCELLATION PROMPT

                 <6>   INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                            ENTER SELECTION NUMBER: 3
                                            PRESS ENTER

         F2=EXIT             F5=MAIN
```

RESULT:

The Create Payment Requestor Template Prompt appears.

```
 SP320A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP320AO             CREATE PAYMENT REQUESTOR TEMPLATE PROMPT         HH:MM:SS
 08/02/2000 T

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

     REQUESTOR ID:  0101234                       SHORT NAME: GRAY U

     TEMPLATE NAME:_____

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

     RECIPIENT ID:_____            SHORT NAME:




             F4=MENU F5=MAIN
```

EXAMPLE ONE

Using the Create Payment Template feature, you will create and store a template.

<   One Federal Agency

<   One Recipient Organization

<   Multiple pages of accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both. **NOTE:** Use your own template name for this example.

```
SP320A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP320AO             CREATE PAYMENT REQUESTOR TEMPLATE PROMPT         HH:MM:SS
08/02/2000 T

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

     REQUESTOR ID: 0101234                    SHORT NAME: GRAY U


     TEMPLATE NAME: FEDDRAW_____

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

     RECIPIENT ID: 0101111                    SHORT NAME:


                F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The F8=PGDN function key displayed at the bottom of the screen indicates that there are additional accounts displayed for this Federal Agency-Recipient Organization combination.

```
SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP325AO             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL         HH:MM:SS
08/02/2000 T
                                            PAGE   1 OF    3
TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234   SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                           SHORT NAME: GRAY U

SELECT <A>  ADD ACCOUNTS     <D> DELETE ACCOUNTS
              SELECT                    ACCOUNT ID
                _                     F1R10001
                _                     F1R10002
                                      F1R10003
                _                        F1R103A
                _                        F1R103B
                _                        F1R103C
                                      F1R10004
                _                        F1R104D
                _                        F1R104E
                _                        F1R104F
          <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: _    (P=POST, R=REFRESH, E=ESCAPE)
                                        F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.

```
SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL           HH:MM:SS
08/02/2000 T
                                                     PAGE   1 OF    3
TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234    SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/               SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS     <D> DELETE ACCOUNTS
                   SELECT                    ACCOUNT ID
                    A                        F1R10001
                    A                        F1R10002
                                             F1R10003
                    _                            F1R103A
                    A                            F1R103B
                    _                            F1R103C
                                         F1R10004
                    A                            F1R104D
                    _                            F1R104E
                    _                            F1R104F
             <X>=ACCOUNT ON TEMPLATE   <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: P    (P=POST, R=REFRESH, E=ESCAPE)
                                             F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The system posts the template.

```
SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP325AO             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL           HH:MM:SS
08/02/2000 T
                                                     PAGE    1 OF    3
    TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234    SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/               SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                                SHORT NAME: GRAY U

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

STEP 3: ACTION

Press F3=PRMT to return to the Create Payment Requestor Template Prompt screen.

```
 SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T
                                                    PAGE   1 OF    3
     TEMPLATE NAME: FEDDRAW     REQUESTOR ID: 0101234    SHORT NAME: GRAY U
     AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
     RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

 SELECT <A> ADD ACCOUNTS    <D> DELETE ACCOUNTS
                     SELECT                     ACCOUNT ID
                      A                          F1R10001
                      A                          F1R10002
                                                 F1R10003
                      _                          F1R103A
                      A                          F1R103B
                      _                          F1R103C
                                              F1R10004
                      A                          F1R104D
                      _                          F1R104E
                      _                          F1R104F
            <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT

 ACTION: _  (P=POST, R=REFRESH, E=ESCAPE)
         F3=PRMT F4=MENU F5=MAIN               F8=PGDN            F11=NWTP
 I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The Create Payment Requestor Template Prompt Screen appears.

```
 SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP320AO           CREATE PAYMENT REQUESTOR TEMPLATE PROMPT          HH:MM:SS
 08/02/2000 T

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

     REQUESTOR ID: 0101234                    SHORT NAME: GRAY U

     TEMPLATE NAME: FEDDRAW

     AGENCY LOCATION CODE/REGION: 11000001/01      SHORT NAME: US MONEY1

     RECIPIENT ID: 0101111                    SHORT NAME: GRAY U


              F4=MENU F5=MAIN
```

EXAMPLE TWO

Use the Create Payment Template feature to make changes to a previously created template.

<   One Federal Agency

<   One Recipient Organization

<   Multiple screens of accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. You will use action C to Change, and you will enter the template name of the template that you created in Example 1.

```
SP320A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP320AO               CREATE PAYMENT REQUESTOR TEMPLATE PROMPT       HH:MM:SS
08/02/2000 T

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

    REQUESTOR ID:  0101234                    SHORT NAME: GRAY U

    TEMPLATE NAME: FEDDRAW

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

    RECIPIENT ID:  0101111                    SHORT NAME:

                F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt. The accounts that are already on this template are indicated with an X before the Account ID. The F8=PGDN function key indicates that there are additional pages of account IDs for this Federal Agency-Recipient Organization combination.

```
SP325A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP325AO               CREATE PAYMENT REQUESTOR TEMPLATE DETAIL       HH:MM:SS
08/02/2000 T
                                                      PAGE    1 OF   3
    TEMPLATE NAME: FEDDRAW      REQUESTOR ID: 0101234    SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

SELECT <A> ADD ACCOUNTS     <D> DELETE ACCOUNTS
                SELECT                    ACCOUNT ID
                  _              X        F1R10001
                  _              X        F1R10002
                                         F1R10003
                  _                       F1R103A
                  _              X         F1R103B
                  _                        F1R103C
                                 F1R10004
                  _              X        F1R104D
                  _                       F1R104E
                  _                       F1R104F
        <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: _  (P=POST, R=REFRESH, E=ESCAPE)
                                    F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Enter the letter A in the select field for each desired Account ID to be added to the Template.
Enter the letter D in the select field for each desired Account ID to be deleted from the Template.
 Press function key F8=PGDN to navigate to the second page of accounts.

```
 SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP325AO             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T
                                                        PAGE    1  OF    3
    TEMPLATE NAME: FEDDRAW           REQUESTOR ID: 0101234  SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 SELECT <A> ADD ACCOUNTS     <D> DELETE ACCOUNTS
                 SELECT                    ACCOUNT ID
                   D           X         F1R10001
                   _           X         F1R10002
                                         F1R10003
                   _                       F1R103A
                   D           X           F1R103B
                   _                       F1R103C
                                         F1R10004
                               X         F1R104D
                   A                     F1R104E
                   _                     F1R104F
         <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
 ACTION:    (P=POST, R=REFRESH, E=ESCAPE)
                                         F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The second page of accounts is displayed.

```
 SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP325AO             CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T
                                                        PAGE    2  OF    3
    TEMPLATE NAME: FEDDRAW           REQUESTOR ID: 0101234  SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 SELECT <A> ADD ACCOUNTS     <D> DELETE ACCOUNTS
                 SELECT                    ACCOUNT ID
                                         F1R10005
                   _                       F1R105G
                   _                       F1R105H
                   _                       F1R105I
                   _                     F1R10006
                   _                     F1R10007
                   _                     F1R10008
                   _                     F1R10009
                   _                     F1R10010
                   _                     F1R10011
         <X>=ACCOUNT ON TEMPLATE  <R>=REMITTANCE DATA ON ACCOUNT
 ACTION:    (P=POST, R=REFRESH, E=ESCAPE)
                                         F8=PGDN F9=ALC F10=RO
```

STEP 3: ACTION

Select accounts from this page to add to the template and enter Action P to Post.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL           HH:MM:SS
08/02/2000 T
                                                    PAGE    2  OF    3
    TEMPLATE NAME: FEDDRAW           REQUESTOR ID: 0101234  SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                           SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS    <D> DELETE ACCOUNTS
                    SELECT                     ACCOUNT ID
                                              F1R10005
                       _                        F1R105G
                       _                        F1R105H
                       _                        F1R105I
                       _                       F1R10006
                       _                       F1R10007
                       A                       F1R10008
                       A                       F1R10009
                       _                       F1R10010
                       _                       F1R10011
        <X>=ACCOUNT ON TEMPLATE   <R>=REMITTANCE DATA ON ACCOUNT
ACTION: P   (P=POST, R=REFRESH, E=ESCAPE)
                                    F7=PGUP F8=PGDN F9=ALC F10=RO
```

STEP 3: RESULT

The template is posted.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL           HH:MM:SS
08/02/2000 T
                                                    PAGE    2  OF    3
    TEMPLATE NAME: FEDDRAW           REQUESTOR ID: 0101234  SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                           SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS    <D> DELETE ACCOUNTS
                    SELECT                     ACCOUNT ID
                                              F1R10005
                       _                        F1R105G
                       _                        F1R105H
                       _                        F1R105I
                       _                       F1R10006
                       _                       F1R10007
                       A                       F1R10008
                       A                       F1R10009
                       _                       F1R10010
                       _                       F1R10011
        <X>=ACCOUNT ON TEMPLATE   <R>=REMITTANCE DATA ON ACCOUNT
ACTION:    (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN            F7=PGUP  F8=PGDN         F11=NWTP
I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F4=MENU to return to the Payment Request Processing screen.

```
 SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T
                                                        PAGE   2  OF   3
    TEMPLATE NAME: FEDDRAW           REQUESTOR ID: 0101234  SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
 SELECT <A> ADD ACCOUNTS    <D> DELETE ACCOUNTS
                SELECT                     ACCOUNT ID
                                          F1R10005
                    _                      F1R105G
                    _                      F1R105H
                    _                      F1R105I
                    _                     F1R10006
                    _                     F1R10007
                    A                     F1R10008
                    A                     F1R10009
                    _                     F1R10010
                    _                     F1R10011
        <X>=ACCOUNT ON TEMPLATE   <R>=REMITTANCE DATA ON ACCOUNT
 ACTION:    (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN            F7=PGUP  F8=PGDN         F11=NWTP
 I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Payment Request Processing menu appears.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP020AO              PAYMENT REQUEST PROCESSING                     HH:MM:SS
 08/02/2000 T




           <1>  TEMPLATE PAYMENT REQUEST PROMPT

           <2>  MASTER PAYMENT REQUEST PROMPT

           <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

           <4>  BOOK ENTRY ADJUSTMENT PROMPT

           <5>  PAYMENT CANCELLATION PROMPT

           <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                    ENTER SELECTION NUMBER: _
                                    PRESS ENTER

     F2=EXIT           F5=MAIN
```

SECTION 3.2.2
TEMPLATE SUMMARY PAYMENT REQUEST

GUIDE TO EXAMPLES

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

The **Examples** show you how to use a template to make payment requests against accounts associated with a single Federal Agency - Recipient Organization combination.

TO BEGIN MAKING A TEMPLATE PAYMENT REQUEST

ACTION:

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                   PAYMENT REQUEST PROCESSING                  HH:MM:SS
 08/02/2000 T



                <1>   TEMPLATE PAYMENT REQUEST PROMPT

                <2>   MASTER PAYMENT REQUEST PROMPT

                <3>   CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

                <4>   BOOK ENTRY ADJUSTMENT PROMPT

                <5>   PAYMENT CANCELLATION PROMPT

                <6>   INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                              ENTER SELECTION NUMBER: 1
                                              PRESS ENTER

         F2=EXIT             F5=MAIN
```

RESULT:

The Template Payment Request Prompt appears.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:   0101234        SHORT NAME: GRAY U  BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: _  (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: _  (A=ACH OR F=FEDWIRE)               4=4TH, OR
 SETTLEMENT DATE: __/__/_____ (MM/DD/CCYY)                      BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                  TO A TEMPLATE NAME BELOW
      TEMPLATE                 TEMPLATE                  TEMPLATE
 SEL   NAME           SEL   NAME               SEL   NAME
 _    FEDDRAW




         F4=MENU F5=MAIN
```

EXAMPLE ONE

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using a previously created template. We are requesting an ACH payment.

<   One Federal Agency

<   One Recipient Organization

<   Single page of accounts

<   ACH payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.   Use the template you created in the previous section.

```
 SP025B             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234       SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)                  4=4TH, OR
SETTLEMENT DATE:   08/03/2000 (MM/DD/CCYY)                         BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:_____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW


      TEMPLATE                    TEMPLATE                       TEMPLATE
 SEL    NAME             SEL    NAME                       SEL     NAME
  S    FEDDRAW




        F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        SHORT NAME: GRAY U            PAGE    1 OF     1
TEMPLATE NAME: FEDDRAW      REQ REF NUM:                   TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/         SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U   TOT AMT REQ: _____
CASH ON HAND: _____                     TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED       AVAILABLE BALANCE   ITM
F1R10002                _____          $399,000.00
F1R10004                                          $495,000.00
   F1R104D              _____
   F1R104E              _____
F1R10008                _____          $500,000.00
F1R10009                _____          $500,000.00

 ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U          PAGE     1 OF      1
 TEMPLATE NAME: FEDDRAW     REQ REF NUM:                 TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/        SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111      SHORT NAME: GRAY U   TOT AMT REQ: 3000_____
 CASH ON HAND: _____            TOT AMT ENT: _____
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID           AMOUNT REQUESTED         AVAILABLE BALANCE   ITM
 F1R10002                  1000_____         $399,000.00
 F1R10004                                           $495,000.00
    F1R104D                _____
    F1R104E                _____
 F1R10008                  1000_____         $500,000.00
 F1R10009                  1000_____         $500,000.00



  ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: RESULT

The system posts your entries. The screen displays the updated available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SUMMARY POSTED                PAGE     1 OF      1
 TEMPLATE NAME: FEDDRAW     REQ REF NUM:                 TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/        SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111      SHORT NAME: GRAY U   TOT AMT REQ:  $3,000.00
 CASH ON HAND:                            TOT AMT ENT:  $3,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100535
      ACCOUNT ID           AMOUNT REQUESTED         AVAILABLE BALANCE   ITM
 F1R10002                     $1,000.00             $398,000.00          01
 F1R10004                                           $495,000.00
    F1R104D
    F1R104E
 F1R10008                     $1,000.00             $499,000.00          02
 F1R10009                     $1,000.00             $499,000.00          03

  ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return the Template Payment Request Prompt.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO            SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SUMMARY POSTED               PAGE    1 OF    1
 TEMPLATE NAME: FEDDRAW    REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U   TOT AMT REQ:   $3,000.00
 CASH ON HAND:                                    TOT AMT ENT:   $3,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100535
       ACCOUNT ID         AMOUNT REQUESTED          AVAILABLE BALANCE     ITM
 F1R10002                      $1,000.00             $398,000.00       01
 F1R10004                                            $495,000.00
    F1R104D
    F1R104E
 F1R10008                      $1,000.00             $499,000.00       02
 F1R10009                      $1,000.00             $499,000.00       03

  ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
             F3=PRMT F4=MENU F5=MAIN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:   0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)           4=4TH, OR
 SETTLEMENT DATE:  08/03/2000 (MM/DD/CCYY)                   BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                          TO A TEMPLATE NAME BELOW


     TEMPLATE                 TEMPLATE                 TEMPLATE
 SEL   NAME             SEL   NAME             SEL   NAME
 _     FEDDRAW




          F4=MENU F5=MAIN
```

EXAMPLE TWO

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using a previously created template. We are requesting an Fedwire payment.

- <   One Federal Agency

- <   One Recipient Organization

- <   Single page of accounts

- <   Fedwire payment

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)                  4=4TH, OR
 SETTLEMENT DATE:   08/02/2000 (MM/DD/CCYY)                         BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                  TO A TEMPLATE NAME BELOW


        TEMPLATE                    TEMPLATE                       TEMPLATE
 SEL     NAME            SEL     NAME                       SEL     NAME
 S      FEDDRAW






           F4=MENU F5=MAIN
```

STEP 1: RESULT

A message in the center of the screens asks you to confirm that you want a FEDWIRE payment.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                 HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                    2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)                  4=4TH, OR
 SETTLEMENT DATE:   08/02/2000 (MM/DD/CCYY)                         BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                  TO A TEMPLATE NAME BELOW
              FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N) _
        TEMPLATE                    TEMPLATE                       TEMPLATE
 SEL     NAME            SEL     NAME                       SEL     NAME
 S      FEDDRAW






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

STEP 2: ACTION

Type Y to confirm and press Enter.

```
 SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234       SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                  2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)               4=4TH, OR
SETTLEMENT DATE:   08/02/2000 (MM/DD/CCYY)                    BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:_____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                             TO A TEMPLATE NAME BELOW
             FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N) Y
       TEMPLATE                    TEMPLATE                       TEMPLATE
SEL      NAME            SEL     NAME                    SEL      NAME
S      FEDDRAW




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

STEP 2: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        SHORT NAME: GRAY U            PAGE      1 OF     1
TEMPLATE NAME: FEDDRAW    REQ REF NUM:                 TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/02/2000
AGENCY LOCATION CODE/REGION: 11000001/        SHORT NAME: US MONEY1
RECIPIENT ID: 0101111       SHORT NAME: GRAY U   TOT AMT REQ: _____
CASH ON HAND: _____          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
     ACCOUNT ID        AMOUNT REQUESTED         AVAILABLE BALANCE   ITM

F1R10002              _____         $398,000.00
F1R10004              _____         $495,000.00
   F1R104D            _____
   F1R104E            _____
F1R10008              _____         $499,000.00
F1R10009              _____         $499,000.00


 ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 3: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO           SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U           PAGE     1 OF     1
 TEMPLATE NAME: FEDDRAW     REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001/         SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U   TOT AMT REQ: 6000_____
 CASH ON HAND: _____            TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID         AMOUNT REQUESTED          AVAILABLE BALANCE   ITM
 F1R10002                 3000_____        $398,000.00
 F1R10004                                         $495,000.00
    F1R104D               _____
    F1R104E               _____
 F1R10008                 3000_____        $499,000.00
 F1R10009                 _____        $499,000.00




  ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 3: RESULT

The system posts your entries. The screen displays the updated available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO           SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234      SUMMARY POSTED           PAGE     1 OF     1
 TEMPLATE NAME: FEDDRAW     REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001/         SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U   TOT AMT REQ:  $6,000.00
 CASH ON HAND:                           TOT AMT ENT:  $6,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100505
      ACCOUNT ID         AMOUNT REQUESTED          AVAILABLE BALANCE   ITM
 F1R10002                 $3,000.00               $395,000.00           01
 F1R10004                                         $495,000.00
    F1R104D
    F1R104E
 F1R10008                 $3,000.00               $496,000.00           02
 F1R10009                                         $499,000.00

  ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
             F3=PRMT F4=MENU F5=MAIN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F3=PRMT to return the Template Payment Request Prompt.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO           SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234        SUMMARY POSTED              PAGE    1 OF    1
 TEMPLATE NAME: FEDDRAW    REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/02/2000
 AGENCY LOCATION CODE/REGION: 11000001/        SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U   TOT AMT REQ:   $6,000.00
 CASH ON HAND:                                 TOT AMT ENT:   $6,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100505
       ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE     ITM
 F1R10002                       $3,000.00           $395,000.00        01
 F1R10004                                           $495,000.00
    F1R104D
    F1R104E
 F1R10008                       $3,000.00           $496,000.00        02
 F1R10009                                           $499,000.00


 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The prompt screen appears.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO             TEMPLATE PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F   (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE:  08/02/2000 (MM/DD/CCYY)                     BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                          TO A TEMPLATE NAME BELOW


      TEMPLATE                TEMPLATE                    TEMPLATE
 SEL    NAME          SEL    NAME              SEL     NAME
 _     FEDDRAW




      F4=MENU F5=MAIN
```

EXAMPLE THREE

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization. We are requesting from accounts subject to Agency Review.

<   One Federal Agency

<   One Recipient Organization

<   Accounts subject to Agency Review

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234       SHORT NAME: GRAY U   BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A     (A=ACH OR F=FEDWIRE)            4=4TH, OR
SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS3
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW


       TEMPLATE                  TEMPLATE                 TEMPLATE
SEL     NAME             SEL     NAME            SEL      NAME
S       FEDDRAW



           F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030F5O          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
08/02/2000 T
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U           PAGE   1 OF   1
TEMPLATE NAME: FEDDRAW       REQ REF NUM: TS3         TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U         TOT AMT REQ: _____
CASH ON HAND: _____               TOT AMT ENT:
ASAP SEQUENCE NUMBER:
        ACCOUNT ID        AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
F1R10002               _____         $395,000.00
F1R10004               _____         $495,000.00
   F1R104D             _____
   F1R104E             _____
F1R10008               _____         $496,000.00
F1R10009               _____         $499,000.00


 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                              F8=PGDN
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030F5O             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U           PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TS3         TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U         TOT AMT REQ: 20000_____
 CASH ON HAND: _____                           TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM
 F1R10002                  _____          $395,000.00
 F1R10004                                           $495,000.00
    F1R104D                _____
    F1R104E                _____
 F1R10008                  10000_____          $496,000.00
 F1R10009                  10000_____          $499,000.00


 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                    F8=PGDN
```

STEP 2: RESULT

A payment request subject to agency review will be held and not affect account balances until the Federal Agency either approves or rejects the payment.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO              SUMMARY PAYMENT REQUEST MASTER ENTRY             HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SUMMARY POSTED            PAGE  1 OF 1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TS3         TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U         TOT AMT REQ: $20,000.00
 CASH ON HAND:                                          TOT AMT ENT: $20,000.00
  ASAP SEQUENCE NUMBER: 08/02/2000 P3TY12OG 000002 1052067
       ACCOUNT ID          AMOUNT REQUESTED        AVAILABLE BALANCE     ITM
 F1R10002                                           $395,000.00
 F1R10004                                           $495,000.00
    F1R104D
    F1R104E
 F1R10008                  $10,000.00               $496,000.00          01
 F1R10009                  $10,000.00               $499,000.00   02

       F3=PRMT  F4=MENU  F5=MAIN
 I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
```

STEP 3: ACTION

Press F3=PRMT to return to the Template Payment Request Prompt.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST MASTER ENTRY               HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234           SUMMARY POSTED             PAGE  1 OF 1
 TEMPLATE NAME: FEDDRAW      REQ REF NUM: TS3               TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U      TOT AMT REQ: $20,000.00
 CASH ON HAND:                                       TOT AMT ENT: $20,000.00
  ASAP SEQUENCE NUMBER: 08/02/2000 P3TY12OG 000002 1052067
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE      ITM
 F1R10002                                        $395,000.00
 F1R10004                                        $495,000.00
   F1R104D
   F1R104E
 F1R10008                    $10,000.00          $496,000.00          01
 F1R10009                    $10,000.00          $499,000.00  02


         F3=PRMT  F4=MENU  F5=MAIN
 I0130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
```

STEP 3: ACTION

The prompt screen appears.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                   HH:MM:SS
08/02/2000 T

 REQUESTOR ID:  0101234       SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)               2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A     (A=ACH OR F=FEDWIRE)           4=4TH, OR
 SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                     BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: TS3
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                               TO A TEMPLATE NAME BELOW


      TEMPLATE                  TEMPLATE                  TEMPLATE
 SEL    NAME            SEL     NAME            SEL      NAME
 _      FEDDRAW



         F4=MENU F5=MAIN
```

EXAMPLE FOUR

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, using the multiple banking relationship functionality.

<   One Federal Agency

<   One Recipient Organization

<   Multiple banking relationships

STEP 1: ACTION

Fill in the prompt screen as shown below and select from 1 of 4 bank accounts that are provided. Press Enter.

```
SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                  HH:MM:SS
08/02/2000 T
REQUESTOR ID:0101234           SHORT NAME: GRAY U     BANK ACCT: 3 (1=1ST,OR
TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)      ENTER 2=2ND, 3=3RD,
PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)          4=4TH, OR
SETTLEMENT DATE:   08/03/2000    (MM/DD/CCYY)             BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS4

 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OT TYPE <S> NEXT
                                 TO A TEMPLATE NAME BELOW


       TEMPLATE                   TEMPLATE                    TEMPLATE
 SEL     NAME             SEL    NAME              SEL     NAME
 S      FEDDRAW




              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
08/02/2000 T
REQUESTOR  ID: 0101234      SHORT NAME: GRAY U            PAGE   1 OF   1
TEMPLATE NAME: FEDDRAW      REQ REF NUM: TS4              TYPE OF PAYMENT:  S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U        TOT AMT REQ: _____
CASH ON HAND: _____               TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID         AMOUNT REQUESTED      AVAILABLE BALANCE      ITM
F1R10002              _____         $395,000.00
F1R10004              _____         $495,000.00
   F1R104D            _____
   F1R104E            _____
F1R10008              _____         $496,000.00
F1R10009              _____         $499,000.00


 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field press Enter.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
 REQUESTOR  ID: 0101234       SHORT NAME: GRAY U          PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TS4            TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: 1500_____
 CASH ON HAND: _____                            TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                  750_____         $395,000.00
 F1R10004                                            $495,000.00
    F1R104D                _____
    F1R104E                _____
 F1R10008                  750_____         $496,000.00
 F1R10009                  _____         $499,000.00

 ACTION: P  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: RESULT

The system posts your entries. The screen displays the available balances which reflect your summary payment request. The system also assigns an ASAP Sequence Number to the summary payment and Item Numbers to each component request.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
 REQUESTOR  ID: 0101234       SUMMARY POSTED           PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TS4            TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: $1,500.00
 CASH ON HAND: _____                            TOT AMT ENT: $1,500.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1THY9Y5B 000001 7800365
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                    $750.00               $394,250.00           01
 F1R10004                                          $495,000.00
    F1R104D
    F1R104E
 F1R10008                    $750.00           $495,250.00           02
 F1R10009                                          $499,000.00

 ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Template Payment Request Prompt

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
 08/02/2000 T
 REQUESTOR  ID: 0101234        SUMMARY POSTED                    PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW      REQ REF NUM: TS4              TYPE OF PAYMENT:   S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: $1,500.00
 CASH ON HAND: _____                            TOT AMT ENT: $1,500.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1THY9Y5B 000001 7800365
        ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                       $750.00              $394,250.00           01
 F1R10004                                            $495,000.00
    F1R104D
    F1R104E
 F1R10008                       $750.00           $495,250.00          02
 F1R10009                                            $499,000.00

  ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT    F4=MENU F5=MAIN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO             TEMPLATE PAYMENT REQUEST PROMPT                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234            SHORT NAME: GRAY U    BANK ACCT: 3 (1=1ST, OR
 TYPE OF PAYMENT: S   (I=INDIVIDUAL OR S=SUMMARY)      ENTER 2=2ND, 3=3RD,
 PAYMENT DELIVERY METHOD: A   (A=ACH OR F=FEDWIRE)          4=4TH, OR
 SETTLEMENT DATE:  08/03/2000   (MM/DD/CCYY)               BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: TS4

 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OT TYPE <S> NEXT
                                 TO A TEMPLATE NAME BELOW


      TEMPLATE                  TEMPLATE                 TEMPLATE
 SEL    NAME              SEL   NAME              SEL    NAME
 _     FEDDRAW




            F4=MENU F5=MAIN
```

EXAMPLE FIVE

Using the Template Summary Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, and we will request an ACH payment from accounts that have subaccounts.

> <   One Federal Agency

> <   One Recipient Organization

> <   ACH payment

> <   Control Account

STEP 1: ACTION

Fill in the prompt screen and press Enter. Note that you are changing the bank account from 3 (used in the previous example) back to 1.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                   HH:MM:SS
08/02/2000 T
REQUESTOR ID:  0101234        SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)                   2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: A    (A=ACH OR F=FEDWIRE)                4=4TH, OR
SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                         BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:_____
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                 TO A TEMPLATE NAME BELOW


       TEMPLATE                    TEMPLATE                  TEMPLATE
SEL     NAME              SEL      NAME              SEL      NAME
S      FEDDRAW




        F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
08/02/2000 T
REQUESTOR  ID: 0101234       SHORT NAME: GRAY U            PAGE   1 OF   1
TEMPLATE NAME: FEDDRAW       REQ REF NUM:                TYPE OF PAYMENT:  S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____                           TOT AMT ENT:
ASAP SEQUENCE NUMBER:
      ACCOUNT ID         AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
F1R10002                 _____        $394,250.00
F1R10004                                           $495,000.00
   F1R104D               _____
   F1R104E               _____
F1R10008                 _____        $495,250.00
F1R10009                 _____        $499,000.00

 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment, then enter the AMOUNT REQUESTED from each desired Account ID. Enter the letter P in the Action field and press Enter.   **Note:** Payment requests at the account detail level are drawn at the detail level and not at the account level.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
 08/02/2000 T
 REQUESTOR  ID: 0101234      SHORT NAME: GRAY U            PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW      REQ REF NUM:                 TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U          TOT AMT REQ: 60000____   |
 CASH ON HAND: _____                           TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                 _____         $394,250.00
 F1R10004                                            $495,000.00
    F1R104D               30000_____
    F1R104E               30000_____                                    |
 F1R10008                 _____         $495,250.00
 F1R10009                 _____         $499,000.00

  ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)                |
```

STEP 2: RESULT

The summary warehoused payment request has posted successfully.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
 08/02/2000 T
 REQUESTOR  ID: 0101234      SUMMARY POSTED            PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW      REQ REF NUM:                 TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/      SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111       SHORT NAME: GRAY U          TOT AMT REQ: $60,000.00
 CASH ON HAND: _____                           TOT AMT ENT: $60,000.00
 ASAP SEQUENCE NUMBER:  08/02/2000 T8IO450P 000003 1238904
       ACCOUNT ID           AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                                            $394,250.00
 F1R10004                 $60,000.00                 $435,000.00           01
    F1R104D               $30,000.00
    F1R104E               $30,000.00
 F1R10008                                            $495,250.00
 F1R10009                                            $499,000.00

  ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT   F4=MENU F5=MAIN                        F8=PGDN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Template Payment Request Prompt.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
 REQUESTOR  ID: 0101234       SUMMARY POSTED             PAGE   1 OF   1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM:              TYPE OF PAYMENT:  S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ: $60,000.00
 CASH ON HAND: _____                          TOT AMT ENT: $60,000.00
 ASAP SEQUENCE NUMBER:  08/02/2000 T8IO450P 000003 1238904
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE     ITM
 F1R10002                                        $394,250.00
 F1R10004                     $60,000.00            $435,000.00         01
    F1R104D                   $30,000.00
    F1R104E                   $30,000.00
 F1R10008                                          $495,250.00
 F1R10009                                        $499,000.00
  ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT    F4=MENU F5=MAIN                          F8=PGDN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The prompt screen appears.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025BO               TEMPLATE PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID:   0101234     SHORT NAME: GRAY U     BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A     (A=ACH OR F=FEDWIRE)          4=4TH, OR
 SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                    BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                            TO A TEMPLATE NAME BELOW


      TEMPLATE                  TEMPLATE               TEMPLATE
 SEL    NAME             SEL    NAME           SEL     NAME
 _      FEDDRAW




        F4=MENU F5=MAIN
```

SECTION 3.2.3
TEMPLATE PAYMENT REQUESTS:
INDIVIDUAL PAYMENTS

GUIDE TO EXAMPLES

The following pages contain examples of how to use the Template Individual Payment Request feature to draw funds.

Example 1 shows you how to use a previously created template to make Fedwire payment requests against accounts associated with one Federal Agency and one Recipient Organization.

Example 2 shows you how to use a previously created template to make individual ACH payment requests against accounts associated with one Federal Agency and one Recipient Organization.

EXAMPLE ONE

Using the Template Individual Request feature, we will draw funds from one Federal Agency on behalf of one Recipient Organization, selecting from a single screen of accounts. We will request a same-day Fedwire payment.

     <   One Federal Agency

     <   One Recipient Organization

     <   One screen of accounts

     <   Same-day (Fedwire) payment

STEP 1: ACTION

Fill in the prompt screen as shown below (specifying same-day Fedwire settlement) and press
Enter. Use the template that you created in Example 1 of the Create Payment Requestor
Template section.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234       SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                  2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                 4=4TH, OR
 SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)                        BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                 TO A TEMPLATE NAME BELOW:

      TEMPLATE                   TEMPLATE                    TEMPLATE
 SEL    NAME            SEL     NAME               SEL       NAME
 S     FEDDRAW




          F4=MENU F5=MAIN
```

STEP 1: RESULT

A message in the center of the screen asks you to confirm that you want a FEDWIRE payment.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                    HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234       SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)                  2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)                 4=4TH, OR
 SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)                        BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: FEDDRAW_____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                 TO A TEMPLATE NAME BELOW:
                         FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): _
      TEMPLATE                   TEMPLATE                    TEMPLATE
 SEL    NAME            SEL     NAME               SEL       NAME
 S    FEDDRAW






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

STEP 2: ACTION

Type Y to confirm and press Enter.

```
 SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP025BO             TEMPLATE PAYMENT REQUEST PROMPT             HH:MM:SS
08/02/2000 T
 REQUESTOR ID:  0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)             4=4TH, OR
 SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)                    BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: FEDDRAW_____  TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                              TO A TEMPLATE NAME BELOW:
                        FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N): Y
      TEMPLATE                    TEMPLATE                    TEMPLATE
 SEL   NAME             SEL   NAME               SEL     NAME
 S   FEDDRAW




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

STEP 2: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP030CO           INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY      HH:MM:SS
08/02/2000 T
                                              PAGE     1 OF     1
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM:              CASH ON HAND:_____
    ASAP SEQUENCE NUMBER:
      ACCOUNT ID       AMOUNT REQUESTED    AVAILABLE BALANCE
          REQ REF NUM                                            ITM #
 F1R10002            _____         $394,250.00
              _____
 F1R10004                                     $435,000.00
    F1R104D          _____
    F1R104E          _____
              _____
 F1R10008            _____         $495,250.00
              _____
 F1R10009            _____         $499,000.00
              _____

  ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 3: ACTION

Enter the AMOUNT REQUESTED from each desired account. Enter the letter P in the Action field and press Enter.

```
 SP030C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030CO             INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
 08/02/2000 T
                                                        PAGE     1 OF    1
 REQUESTOR ID: 0101234          SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM:                  CASH ON HAND: _____
 ASAP SEQUENCE NUMBER:
        ACCOUNT ID          AMOUNT REQUESTED    AVAILABLE BALANCE
            REQ REF NUM                                                  ITM #
 F1R10002                    1000_____        $394,250.00
            _____
 F1R10004                                            $435,000.00
    F1R104D                  _____
    F1R104E                  _____
            _____
 F1R10008                    1000_____        $495,250.00
            _____
 F1R10009                    1000_____        $499,000.00
            _____

  ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 3: RESULT

The system posts your entries. The screen displays the updated available balances which reflect your payment requests.

```
 SP030C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030CO             INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
 08/02/2000 T
                                                        PAGE     1 OF    1
 REQUESTOR ID: 0101234    REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM:                  CASH ON HAND:
    ASAP SEQUENCE NUMBER:  08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW
        ACCOUNT ID          AMOUNT REQUESTED    AVAILABLE BALANCE
            REQ REF NUM                                                  ITM #
 F1R10002                    $1,000.00           $393,250.00
                                                    SEQNUM: 000009 01
 F1R10004                                        $435,000.00
    F1R104D
    F1R104E

 F1R10008                    $1,000.00           $494,250.00
                                                    SEQNUM: 000010 01
 F1R10009                    $1,000.00           $498,000.00
                                                    SEQNUM: 000011 01

  ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                              F11=NWTP
  I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 4: ACTION

Press F3=PRMT to return the Template Payment Request Prompt.

```
 SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030CO           INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/02/2000 T
                                                     PAGE     1 OF     1
 REQUESTOR ID: 0101234         REQUEST(S) POSTED
 SETTLEMENT DATE: 08/02/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111            SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM:             CASH ON HAND:
     ASAP SEQUENCE NUMBER:  08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW
        ACCOUNT ID        AMOUNT REQUESTED    AVAILABLE BALANCE
           REQ REF NUM                                              ITM #
F1R10002                       $1,000.00          $393,250.00
                                                      SEQNUM: 000009 01
F1R10004                                          $435,000.00
   F1R104D
   F1R104E

F1R10008                       $1,000.00          $494,250.00
                                                      SEQNUM: 000010 01
F1R10009                       $1,000.00          $498,000.00
                                                      SEQNUM: 000011 01
 ACTION:    (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                              F11=NWTP
 I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 4: RESULT

The prompt screen appears.

```
 SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025BO             TEMPLATE PAYMENT REQUEST PROMPT               HH:MM:SS
08/02/2000 T
 REQUESTOR ID:   0101234      SHORT NAME: GRAY U    BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I  (I=INDIVIDUAL OR S=SUMMARY)             2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: F  (A=ACH OR F=FEDWIRE)            4=4TH, OR
 SETTLEMENT DATE: 08/02/2000  (MM/DD/CCYY)                   BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                TO A TEMPLATE NAME BELOW


     TEMPLATE               TEMPLATE                    TEMPLATE
 SEL   NAME          SEL    NAME              SEL       NAME
 _   FEDDRAW




        F4=MENU F5=MAIN
```

EXAMPLE TWO

Using the Template Individual Request feature, we will draw funds on behalf of one Recipient organization from one Federal Agency, selecting from one screen of accounts. We will request individual ACH payments.

    <   One Federal Agency

    <   One Recipient Organization

    <   One screen of accounts

    <   ACH payments

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234     SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)                2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)              4=4TH, OR
 SETTLEMENT DATE:   08/03/2000 (MM/DD/CCYY)                    BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:TRAINING_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                  TO A TEMPLATE NAME BELOW


      TEMPLATE                     TEMPLATE                     TEMPLATE
 SEL   NAME             SEL    NAME               SEL    NAME
 S     FEDDRAW






           F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030CO          INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
                                                       PAGE     1 OF    1
 REQUESTOR ID: 0101234           SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000   TEMPLATE NAME: FEDDRAW       TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111           SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND:_____
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID         AMOUNT REQUESTED    AVAILABLE BALANCE
            REQ REF NUM                                            ITM #
 F1R10002              _____          $393,250.00
              TRAINING_____
 F1R10004                                        $435,000.00
    F1R104D            _____
    F1R104E            _____
              TRAINING_____
 F1R10008              _____          $494,250.00
              TRAINING_____
 F1R10009              _____          $498,000.00
              TRAINING_____


  ACTION:     (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: ACTION

Enter the AMOUNT REQUESTED from each desired Account ID.   Enter the letter P in the
Action field and press Enter.

```
 SP030C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030CO             INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
 08/02/2000 T
                                                       PAGE     1 OF     1
 REQUESTOR ID: 0101234          SHORT NAME: GRAY U
 SETTLEMENT DATE: 08/03/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND:_____
 ASAP SEQUENCE NUMBER:
        ACCOUNT ID         AMOUNT REQUESTED    AVAILABLE BALANCE
              REQ REF NUM                                            ITM #
 F1R10002                    1000_____        $393,250.00
              TRAINING1____
 F1R10004                                            $435,000.00
    F1R104D                 _____
    F1R104E                 _____
              TRAINING_____
 F1R10008                    1000_____        $494,250.00
              TRAINING2____
 F1R10009                    1000_____        $498,000.00
              TRAINING3____

  ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: RESULT

The system posts your entries.

```
 SP030C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030CO             INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
 08/02/2000 T
                                                       PAGE     1 OF      1
 REQUESTOR ID: 0101234              REQUEST (S) POSTED
 SETTLEMENT DATE: 08/03/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND:
      ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V REST OF SEQNUM DISPLAYED BELOW
        ACCOUNT ID         AMOUNT REQUESTED    AVAILABLE BALANCE
              REQ REF NUM                                            ITM #
 F1R10002                   $1,000.00     $392,250.00
              TRAINING1                              SEQNUM: 000012 01
 F1R10004                                            $435,000.00
    F1R104D
    F1R104E
              TRAINING
 F1R10008                   $1,000.00     $493,250.00
              TRAINING2                              SEQNUM: 000013 01
 F1R10009                   $1,000.00     $497,000.00
              TRAINING3                              SEQNUM: 000014 01
  ACTION:   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                              F11=NWTP
  I0083 NEXT DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 3: ACTION

Press F4=MENU function key to return to the Payment Request Processing menu.

```
 SP030C          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP030CO           INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY        HH:MM:SS
 08/02/2000 T
                                                        PAGE     1  OF    1
 REQUESTOR ID: 0101234         REQUEST (S) POSTED
 SETTLEMENT DATE: 08/03/2000   TEMPLATE NAME: FEDDRAW      TYPE OF PAYMENT: I
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111             SHORT NAME: GRAY U
 REQUESTOR REFERENCE NUM: TRAINING          CASH ON HAND:
     ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000003 1349467
        ACCOUNT ID        AMOUNT REQUESTED    AVAILABLE BALANCE
          REQ REF NUM                                              ITM #
 F1R10002                       $1,000.00    $392,250.00
            TRAINING1                                  SEQNUM: 000012 01
 F1R10004                                    $435,000.00
   F1R104D
   F1R104E
            TRAINING
 F1R10008                       $1,000.00        $493,250.00
            TRAINING2                                  SEQNUM: 000013 01
 F1R10009                       $1,000.00        $497,000.00
            TRAINING3                                  SEQNUM: 000014 01
  ACTION: _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN                              F11=NWTP
 I0083 NEXT DAY INDIVIDUAL REQUEST(S) APPROVED.
```

STEP 3: RESULT

The Payment Request Processing menu appears.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP020AO                 PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T




            <1>  TEMPLATE PAYMENT REQUEST PROMPT

            <2>  MASTER PAYMENT REQUEST PROMPT

            <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

            <4>  BOOK ENTRY ADJUSTMENT PROMPT

            <5>  PAYMENT CANCELLATION PROMPT

            <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                    ENTER SELECTION NUMBER: _
                                    PRESS ENTER



     F2=EXIT           F5=MAIN
```

SECTION 3.4
REMITTANCE BASED PAYMENT REQUEST

PURPOSE

In this section you will learn how to create a custom-built list (template) with multiple, user defined remittance codes for each ASAP Account on a template; and use the Template Payment Request feature to create remittance based payments.

OVERVIEW

The Remittance Based Payment Request process is a variation of the existing Template Payment Request feature. This feature will allow a Payment Requestor organization to build one or more templates with their organization"s remittance codes or other accounting information attached to their ASAP accounts. The Requestor may then use the template(s) not only to make ACH requests at the ASAP account level, but also to break out each account-level draw by codes that are relevant to their organization"s internal accounting or reporting needs. The remittance codes and amounts would be passed to the Requestor"s financial institution along with the ACH payment as an EDI transaction set, which in turn could be passed on to the Requestor organization for automatic updating of their accounting systems.

Remittance codes may be up to 30 characters in length. Once the remittance codes have been saved, the system will automatically record the sequence in which the remittance codes were entered. Users may come back at a future time and add new Federal Agency account identifiers to the template, add new remittance codes to an existing Federal Agency account identifier in a template, modify existing remittance codes, change the sequence in which the remittance codes appear, and/or delete existing remittance codes.

In order to initiate a Remittance Based Payment Request, the Requestor will use the Template Payment Request option from the Payment Request Processing menu. ***Please note: Remittance based requests must be summary, ACH requests.***

A breakdown of the net amounts being requested at the ASAP account level and the amounts entered per remittance code will be included with the resulting payment. This information will appear as remittance data in the addenda records of the ACH payment request. Information about the format of the EDI transaction set that makes up the addenda records may be found in the Payment Formats Package, located on the ASAP Web site at http://www.fms.treas.gov/asap/pay-intro.html or you may contact your servicing RFC for a hard copy.

SECTION 3.4.1

REMITTANCE BASED PAYMENT REQUEST:
CREATE PAYMENT REQUESTOR TEMPLATE

GUIDE TO EXAMPLE

The following page contains an example of how to create the Payment Requestor Template.

ACTION:

On the Payment Request Processing Menu, select menu option 3 for Create Payment Requestor
Template Prompt and press Enter.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



              <1>   TEMPLATE PAYMENT REQUEST PROMPT

              <2>   MASTER PAYMENT REQUEST PROMPT

              <3>   CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>   BOOK ENTRY ADJUSTMENT PROMPT

              <5>   PAYMENT CANCELLATION PROMPT

              <6>   INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                        ENTER SELECTION NUMBER: 3
                                        PRESS ENTER
        F2=EXIT              F5=MAIN
```

RESULT:

The Create Payment Requestor Template Prompt appears.

```
 SP320A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP320AO             CREATE PAYMENT REQUESTOR TEMPLATE PROMPT         HH:MM:SS
 08/02/2000 T

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

      REQUESTOR ID: 0101234                 SHORT NAME: GRAY U

      TEMPLATE NAME:_____

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

      RECIPIENT ID:_____              SHORT NAME:


              F4=MENU F5=MAIN
```

EXAMPLE ONE

< One Federal Agency

< One Recipient Organization

< Multiple Pages of accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. You select the template name - it may be up to 10 characters in length, and may contain letters, numbers or both.

```
SP320A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP320AO            CREATE PAYMENT REQUESTOR TEMPLATE PROMPT        HH:MM:SS
08/02/2000 T

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

        REQUESTOR ID: 0101234                    SHORT NAME: GRAY U

        TEMPLATE NAME: RBPR1_____

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

        RECIPIENT ID: 0101111                    SHORT NAME:


                  F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with Account IDs for the Federal Agency - Recipient Organization combination specified on the prompt.

```
 SP325A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP325AO            CREATE PAYMENT REQUESTOR TEMPLATE DETAIL         HH:MM:SS
 08/02/2000 T                                                   PG   1 OF 3
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

 SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                   SELECT                    ACCOUNT ID
                     _                       F1R10001
                     _                       F1R10002
                                             F1R10003
                     _                        F1R103A
                     _                        F1R103B
                     _                        F1R103C
                                            F1R10004
                     _                        F1R104D
                     _                        F1R104E
                     _                        F1R104F
          <X>=ACCOUNT ON TEMPLATE      <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                       F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Press F8=PGDN twice to get to the third page of accounts.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
08/02/2000 T                                                     PG   1 OF 3
  TEMPLATE NAME: RBPR1         REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                               SHORT NAME: GRAY U

SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                    SELECT                  ACCOUNT ID
                      _                     F1R10001
                      _                     F1R10002
                                            F1R10003
                      _                       F1R103A
                      _                       F1R103B
                      _                       F1R103C
                                          F1R10004
                      _                       F1R104D
                      _                       F1R104E
                      _                       F1R104F
          <X>=ACCOUNT ON TEMPLATE       <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                            F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The third page of accounts is displayed.

```
SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
08/02/2000 T                                                     PG   3 OF 3
  TEMPLATE NAME: RBPR1         REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                               SHORT NAME: GRAY U

SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                    SELECT                  ACCOUNT ID
                      _                       F1R10012
                      _                       F1R10013
                      _                       F1R10014
                      _                       F1R10015




        <X>=ACCOUNT ON TEMPLATE       <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                       F8=PGDN F9=ALC F10=RO
```

STEP 3: ACTION

Enter the letter A in the select field to add each desired Account ID to the Template. Enter the letter P in the action field and press Enter.

```
 SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T                                              PG   3 OF 3
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                              SHORT NAME: GRAY U

 SELECT   <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                     SELECT                 ACCOUNT ID
                       A                    F1R10012
                       A                    F1R10013
                       A                    F1R10014
                       _                    F1R10015




         <X>=ACCOUNT ON TEMPLATE       <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: P (P=POST, R=REFRESH, E=ESCAPE)
                                          F8=PGDN F9=ALC F10=RO
```

STEP 3: RESULT

The system posts the template.

```
 SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
 08/02/2000 T                                              PG   3 OF 3
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234  SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                              SHORT NAME: GRAY U

 SELECT   <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                     SELECT                 ACCOUNT ID
                       A                    F1R10012
                       A                    F1R10013
                       A                    F1R10014
                       _                    F1R10015




         <X>=ACCOUNT ON TEMPLATE       <R>=REMITTANCE DATA ON ACCOUNT
 ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                                F11=NWTP
 I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F3=PRMT to return to the Create Payment Requestor Template Prompt screen.

```
 SP325A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP325AO           CREATE PAYMENT REQUESTOR TEMPLATE DETAIL          HH:MM:SS
08/02/2000 T                                                    PG   3 OF 3
  TEMPLATE NAME: RBPR1        REQUESTOR ID: 0101234  SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                            SHORT NAME: GRAY U

SELECT  <A> ADD ACCOUNTS   <D> DELETE ACCOUNTS
                     SELECT                 ACCOUNT ID
                     A                       F1R10012
                     A                       F1R10013
                     A                       F1R10014
                     _                       F1R10015




        <X>=ACCOUNT ON TEMPLATE      <R>=REMITTANCE DATA ON ACCOUNT
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                                    F11=NWTP
 I0045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Create Payment Requestor Template Prompt Screen will appear with the information you originally entered on the prompt displayed.

```
 SP320A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP320AO          CREATE PAYMENT REQUESTOR TEMPLATE PROMPT          HH:MM:SS
08/02/2000 T

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

       REQUESTOR ID: 0101234                    SHORT NAME: GRAY U

       TEMPLATE NAME: RBPR1_____

       AGENCY LOCATION CODE/REGION: 11000001/__    SHORT NAME: US MONEY1

       RECIPIENT ID: 0101111                    SHORT NAME: GRAY U


                F4=MENU F5=MAIN
```

STEP 5: ACTION

Fill in the prompt screen as shown below and press Enter. You will use action B to Build
Remittance Data.

```
SP320A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP320AO            CREATE PAYMENT REQUESTOR TEMPLATE PROMPT         HH:MM:SS
08/02/2000 T

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

        REQUESTOR ID: 0101234                     SHORT NAME: GRAY U

        TEMPLATE NAME: RBPR1_____

        AGENCY LOCATION CODE/REGION: 11000001/__    SHORT NAME: US MONEY1

        RECIPIENT ID: 0101111                     SHORT NAME: GRAY U


                 F4=MENU F5=MAIN
```

STEP 5: RESULT

The Build Remittance Account List screen will appear.

```
SP325B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP325BO                 BUILD REMITTANCE ACCOUNT LIST                 HH:MM:SS
08/02/2000 T                                                        PG  1 OF   1

  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA
                                             REMIT
SEL   ALC/RGN     SHORT NAME RECIPIENT SHORT NAME EXIST    ACCOUNT ID
 _  11000001/   US MONEY1   0101111  GRAY U            F1R10012
 _  11000001/   US MONEY1   0101111  GRAY U            F1R10013
 _  11000001/   US MONEY1   0101111  GRAY U            F1R10014










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

STEP 6: ACTION

Enter an <S> in the SEL field for the first account on the list and press Enter.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP325BO                  BUILD REMITTANCE ACCOUNT LIST                HH:MM:SS
 08/02/2000 T                                                    PG  1 OF   1

   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

 SELECT <S> TO BUILD REMITTANCE DATA
                                                    REMIT
 SEL   ALC/RGN    SHORT NAME RECIPIENT SHORT NAME EXIST    ACCOUNT ID
  S  11000001/    US MONEY1   0101111  GRAY U               F1R10012
  _  11000001/    US MONEY1   0101111  GRAY U               F1R10013
  _  11000001/    US MONEY1   0101111  GRAY U               F1R10014










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

STEP 6: RESULT

The Build Template Remittance Details screen will appear.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP327AO              BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
 08/02/2000 T                                                    PG  1  OF  1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10012
   HEADER GUIDE:               _____
 <A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS    SEQ NO.
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
 ACTION:   _ (P=POST, R=REFRESH, E=ESCAPE)
                                        F8=PGDN
```

STEP 7: ACTION

Enter data to add a header guide and remittance codes for this account as shown below. Enter
Action P to Post and press Enter.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
 08/02/2000 T                                              PG  1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10012
   HEADER GUIDE:                AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS    SEQ NO.
                       A     830327 55101 93.5680001_____  ___
                       A     830327 55101 93.5680002_____  ___
                       A     830327 55101 93.5680003_____  ___
                       A     830327 55101 93.5680004_____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
 ACTION:   P (P=POST, R=REFRESH, E=ESCAPE)
                                        F8=PGDN
```

STEP 7: RESULT

The system posts the remittance codes for this account.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
 08/02/2000 T                                              PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10012
   HEADER GUIDE:                AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS    SEQ NO.
                       A     830327 55101 93.5680001_____  001
                       A     830327 55101 93.5680002_____  002
                       A     830327 55101 93.5680003_____  003
                       A     830327 55101 93.5680004_____  004
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
 ACTION:   _ (P=POST, R=REFRESH, E=ESCAPE)
        F3=PRMT F4=MENU F5=MAIN                            F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 8: ACTION

Press F11=LIST to return to the Build Remittance Account List screen.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO              BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
08/02/2000 T                                                        PG 1 OF   1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/               SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
  ACCOUNT ID:   F1R10012
  HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                        SELECT    REMITTANCE DATA ELEMENTS    SEQ NO.
                          A     830327 55101 93.5680001_____  001
                          A     830327 55101 93.5680002_____  002
                          A     830327 55101 93.5680003_____  003
                          A     830327 55101 93.5680004_____  004
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
 ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN                                    F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 8: RESULT

The Build Remittance Account List screen appears. There should be an "R" in the REMIT EXIST column for the first account on the list.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP325BO              BUILD REMITTANCE ACCOUNT LIST                   HH:MM:SS
08/02/2000 T                                                        PG  1 OF   1

  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA
                                                 REMIT
SEL   ALC/RGN     SHORT NAME RECIPIENT SHORT NAME EXIST   ACCOUNT ID
 _  11000001/    US MONEY1   0101111   GRAY U       R   F1R10012
 _  11000001/    US MONEY1   0101111   GRAY U             F1R10013
 _  11000001/    US MONEY1   0101111   GRAY U             F1R10014




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

STEP 9: ACTION

Enter an <S> in the SEL field for the second account on the list and press Enter.

```
SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP325BO              BUILD REMITTANCE ACCOUNT LIST                  HH:MM:SS
08/02/2000 T                                              PG  1 OF   1

  TEMPLATE NAME: RBPR1        REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA
                                              REMIT
SEL   ALC/RGN     SHORT NAME RECIPIENT SHORT NAME EXIST   ACCOUNT ID
 _   11000001/    US MONEY1  0101111   GRAY U       R    F1R10012
 S   11000001/    US MONEY1  0101111   GRAY U            F1R10013
 _   11000001/    US MONEY1  0101111   GRAY U            F1R10014




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

STEP 9: RESULT

The Build Template Remittance Details screen will appear.

```
SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP327AO              BUILD TEMPLATE REMITTANCE DETAILS             HH:MM:SS
08/02/2000 T                                              PG 1 OF    1
  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                           SHORT NAME: GRAY U
  ACCOUNT ID:   F1R10013
  HEADER GUIDE:            _____
<A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS      SEQ NO.
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
                       _   _____  ___
ACTION:   _ (P=POST, R=REFRESH, E=ESCAPE)
                                        F8=PGDN
```

STEP 10: ACTION

Enter data to add a header guide and remittance codes for this account as shown below. Enter
Action P to Post and press Enter.

```
 SP327A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO              BUILD TEMPLATE REMITTANCE DETAILS                 HH:MM:SS
 08/02/2000 T                                                       PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10013
   HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS     SEQ NO.
                       A     830327 55101 93.5680001_____  ___
                       A     830327 55101 93.5680002_____  ___
                       A     830327 55101 93.5680003_____  ___
                       A     830327 55101 93.5680004_____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
 ACTION:   P (P=POST, R=REFRESH, E=ESCAPE)
                                            F8=PGDN
```

STEP 10: RESULT

The system posts the remittance codes for this account.

```
 SP327A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO              BUILD TEMPLATE REMITTANCE DETAILS                 HH:MM:SS
 08/02/2000 T                                                       PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10013
   HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                     SELECT    REMITTANCE DATA ELEMENTS     SEQ NO.
                       A     830327 55101 93.5680001_____  001
                       A     830327 55101 93.5680002_____  002
                       A     830327 55101 93.5680003_____  003
                       A     830327 55101 93.5680004_____  004
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
                       _     _____  ___
 ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                             F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 11: ACTION

Press F11 to return to the Build Remittance Account List screen.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
 08/02/2000 T                                                    PG 1 OF   1
   TEMPLATE NAME: RBPR1           REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/               SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10013
   HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                       SELECT     REMITTANCE DATA ELEMENTS    SEQ NO.
                         A     830327 55101 93.5680001_____  001
                         A     830327 55101 93.5680002_____  002
                         A     830327 55101 93.5680003_____  003
                         A     830327 55101 93.5680004_____  004
                         _     _____  ___
                         _     _____  ___
                         _     _____  ___
                         _     _____  ___
                         _     _____  ___
 ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                                 F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 11: RESULT

The Build Remittance Account List screen appears. There should be an "R" in the REMIT
EXIST column for the first two accounts on the list.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP325BO             BUILD REMITTANCE ACCOUNT LIST                   HH:MM:SS
 08/02/2000 T                                                    PG  1 OF   1

   TEMPLATE NAME: RBPR1            REQUESTOR ID: 0101234 SHORT NAME: GRAY U

 SELECT <S> TO BUILD REMITTANCE DATA
                                                    REMIT
 SEL   ALC/RGN    SHORT NAME RECIPIENT SHORT NAME EXIST    ACCOUNT ID
 _  11000001/   US MONEY1   0101111  GRAY U        R    F1R10012
 _  11000001/   US MONEY1   0101111  GRAY U        R    F1R10013
 _  11000001/   US MONEY1   0101111  GRAY U             F1R10014




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

STEP 12: ACTION

Enter an <S> in the SEL field for the third account on the list and press Enter.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP325BO              BUILD REMITTANCE ACCOUNT LIST                    HH:MM:SS
 08/02/2000 T                                                        PG  1 OF   1

   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

 SELECT <S> TO BUILD REMITTANCE DATA
                                                     REMIT
 SEL    ALC/RGN     SHORT NAME  RECIPIENT SHORT NAME EXIST   ACCOUNT ID
  _   11000001/    US MONEY1    0101111   GRAY U       R    F1R10012
  _   11000001/    US MONEY1    0101111   GRAY U       R    F1R10013
  S   11000001/    US MONEY1    0101111   GRAY U            F1R10014





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

STEP 12: RESULT

The Build Template Remittance Details screen will appear.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP327AO              BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
 08/02/2000 T                                                        PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10014
   HEADER GUIDE: _____
 <A> ADD  <C> CHANGE <D> DELETE
                      SELECT    REMITTANCE DATA ELEMENTS     SEQ NO.
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
                        _    _____  ___
 ACTION:   _ (P=POST, R=REFRESH, E=ESCAPE)
                                        F8=PGDN
```

STEP 13: ACTION

Enter data to add a header guide and remittance codes for this account as shown below. Enter
Action P to Post and press Enter.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS                HH:MM:SS
 08/02/2000 T                                              PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10014
   HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                   SELECT     REMITTANCE DATA ELEMENTS    SEQ NO.
                     A     830327 55101 93.5680001_____  ___
                     A     830327 55101 93.5680002_____  ___
                     A     830327 55101 93.5680003_____  ___
                     A     830327 55101 93.5680004_____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
 ACTION:   P (P=POST, R=REFRESH, E=ESCAPE)
                                          F8=PGDN
```

STEP 13: RESULT

The system posts the remittance codes for this account.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS                HH:MM:SS
 08/02/2000 T                                              PG 1 OF   1
   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   AGENCY LOCATION CODE/REGION: 11000001/            SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111                             SHORT NAME: GRAY U
   ACCOUNT ID:   F1R10014
   HEADER GUIDE:               AGYFUNDRECCODECFDA+SUFFIX_____
 <A> ADD  <C> CHANGE <D> DELETE
                   SELECT     REMITTANCE DATA ELEMENTS    SEQ NO.
                     A     830327 55101 93.5680001_____  001
                     A     830327 55101 93.5680002_____  002
                     A     830327 55101 93.5680003_____  003
                     A     830327 55101 93.5680004_____  004
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
                     _     _____  ___
 ACTION:   _ (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN                          F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 14: ACTION

Press F11 to return to the Build Remittance Account List screen.

```
 SP327A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP327AO             BUILD TEMPLATE REMITTANCE DETAILS               HH:MM:SS
08/02/2000 T                                                   PG 1 OF   1
  TEMPLATE NAME: RBPR1         REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/           SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
  ACCOUNT ID:   F1R10014
  HEADER GUIDE:              AGYFUNDRECCODECFDA+SUFFIX_____
<A> ADD  <C> CHANGE <D> DELETE
                        SELECT    REMITTANCE DATA ELEMENTS    SEQ NO.
                          A     830327 55101 93.5680001_____  001
                          A     830327 55101 93.5680002_____  002
                          A     830327 55101 93.5680003_____  003
                          A     830327 55101 93.5680004_____  004
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
                          _     _____  ___
 ACTION:  _ (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN                              F11=LIST
 I0095   TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

STEP 14: RESULT

The Build Remittance Account List screen appears. There should be an "R" in the REMIT EXIST column for all three accounts on the list.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP325BO             BUILD REMITTANCE ACCOUNT LIST                   HH:MM:SS
08/02/2000 T                                                   PG  1 OF   1

  TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

SELECT <S> TO BUILD REMITTANCE DATA
                                              REMIT
SEL   ALC/RGN    SHORT NAME RECIPIENT SHORT NAME EXIST   ACCOUNT ID
 _  11000001/   US MONEY1   0101111   GRAY U       R   F1R10012
 _  11000001/   US MONEY1   0101111   GRAY U       R   F1R10013
 _  11000001/   US MONEY1   0101111   GRAY U       R   F1R10014




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

STEP 15: ACTION

Press F4 to go to the Payment Request Processing menu.

```
 SP325B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP325BO                   BUILD REMITTANCE ACCOUNT LIST                HH:MM:SS
 08/02/2000 T                                                        PG  1 OF   1

   TEMPLATE NAME: RBPR1          REQUESTOR ID: 0101234 SHORT NAME: GRAY U

 SELECT <S> TO BUILD REMITTANCE DATA
                                                   REMIT
 SEL    ALC/RGN     SHORT NAME  RECIPIENT SHORT NAME EXIST   ACCOUNT ID
  _   11000001/    US MONEY1   0101111   GRAY U       R    F1R10012
  _   11000001/    US MONEY1   0101111   GRAY U       R    F1R10013
  _   11000001/    US MONEY1   0101111   GRAY U       R    F1R10014




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

STEP 15: RESULT

The Payment Request Processing menu appears.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                  HH:MM:SS
 08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                        ENTER SELECTION NUMBER: __
                                        PRESS ENTER

       F2=EXIT              F5=MAIN
```

SECTION 3.4.2

REMITTANCE BASED PAYMENT REQUEST:
TEMPLATE SUMMARY PAYMENT REQUEST

GUIDE TO EXAMPLES

The following pages contain an example of how to use the template you created in the previous section to make payment requests.

ACTION:

On the Payment Request Processing Menu, type 1 for the Template Payment Request Prompt and press Enter.

```
 SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T

             <1>   TEMPLATE PAYMENT REQUEST PROMPT

             <2>   MASTER PAYMENT REQUEST PROMPT

             <3>   CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

             <4>   BOOK ENTRY ADJUSTMENT PROMPT

             <5>   PAYMENT CANCELLATION PROMPT

             <6>   INTERSTATE AUTHORIZATION TRANSFER PROMPT



                                       ENTER SELECTION NUMBER: 1
                                       PRESS ENTER

      F2=EXIT              F5=MAIN
```

RESULT:

The Template Payment Request Prompt appears.

```
 SP025B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO                 TEMPLATE PAYMENT REQUEST PROMPT                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234   SHORT NAME: GRAY U        BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: _  (I=INDIVIDUAL OR S=SUMMARY)                 2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: _  (A=ACH OR F=FEDWIRE)                4=4TH, OR
 SETTLEMENT DATE: __ / __ / ____ (MM/DD/CCYY)                    BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                            TO A TEMPLATE NAME BELOW


          TEMPLATE                 TEMPLATE                 TEMPLATE
      SEL    NAME             SEL    NAME             SEL     NAME
       _    FEDDRAW            _     RBPR1




            F4=MENU F5=MAIN
```

EXAMPLE ONE

<   One Federal Agency

<   One Recipient Organization

<   Multiple pages of accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.   Use the template you created in the previous section.

```
 SP025B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP025BO             TEMPLATE PAYMENT REQUEST PROMPT                 HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234   SHORT NAME: GRAY U      BANK ACCT: 1 (1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL OR S=SUMMARY)              2=2ND, 3=3RD
 PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)              4=4TH, OR
 SETTLEMENT DATE: 08 / 03 / 2000 (MM/DD/CCYY)                BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER:_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                       TO A TEMPLATE NAME BELOW

          TEMPLATE               TEMPLATE               TEMPLATE
     SEL    NAME            SEL    NAME          SEL      NAME
      _    FEDDRAW           S    RBPR1

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears for the template specified on the prompt.

```
 SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP030FO           SUMMARY PAYMENT REQUEST TEMPLATE ENTRY           HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234   SHORT NAME: GRAY U           PAGE    1 OF    2
 TEMPLATE NAME: RBPR1        REQ REF NUM:            TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111   SHORT NAME: GRAY U     TOT AMT REQ: _____
 CASH ON HAND: _____     TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID              AMOUNT REQUESTED     AVAILABLE BALANCE   ITM #
   F1R10012                   _____        $500,000.00
     AGYFUNDRECCODECFDA+SUFFIX
     830327 55101 93.5680001  _____
     830327 55101 93.5680002  _____
     830327 55101 93.5680003  _____
     830327 55101 93.5680004  _____
   F1R10013                   _____        $500,000.00
     AGYFUNDRECCODECFDA+SUFFIX
     830327 55101 93.5680001  _____
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN
```

STEP 2: ACTION

Enter the TOTAL AMOUNT REQUESTED, which will be the amount of the summary payment.
Enter the AMOUNT REQUESTED for the two accounts on this page as well as for the
associated remittance codes. Press F8 to go to the second page of information.

```
SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME: GRAY U              PAGE    1 OF    2
TEMPLATE NAME: RBPR1        REQ REF NUM:               TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111  SHORT NAME: GRAY U     TOT AMT REQ: 12000_____
CASH ON HAND: _____     TOT AMT ENT:
ASAP SEQUENCE NUMBER:
       ACCOUNT ID                 AMOUNT REQUESTED     AVAILABLE BALANCE   ITM #
   F1R10012                       4000_____         $500,000.00
     AGYFUNDRECCODECFDA+SUFFIX
     830327 55101 93.5680001      1000_____
     830327 55101 93.5680002      1000_____
     830327 55101 93.5680003      1000_____
     830327 55101 93.5680004      1000_____
   F1R10013                       4000_____         $500,000.00
     AGYFUNDRECCODECFDA+SUFFIX
     830327 55101 93.5680001      1000_____
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                          F8=PGDN
```

STEP 2: RESULT

The second page of information appears.

```
SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME: GRAY U              PAGE    2 OF    2
TEMPLATE NAME: RBPR1        REQ REF NUM:               TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111  SHORT NAME: GRAY U     TOT AMT REQ:    $12,000.00
CASH ON HAND: _____     TOT AMT ENT:     $8,000.00
ASAP SEQUENCE NUMBER:
       ACCOUNT ID                 AMOUNT REQUESTED     AVAILABLE BALANCE   ITM #
     830327 55101 93.5680002      _____
     830327 55101 93.5680003      _____
     830327 55101 93.5680004      _____
   F1R10014                       _____         $500,000.00
     AGYFUNDRECCODECFDA+SUFFIX
     830327 55101 93.5680001      _____
     830327 55101 93.5680002      _____
     830327 55101 93.5680003      _____
     830327 55101 93.5680004      _____
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                     F7=PGUP
 I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: ACTION

Enter the amount requested for the remaining accounts on this page and enter P to post.

```
 SP030F            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234   SHORT NAME: GRAY U               PAGE    2 OF    2
 TEMPLATE NAME: RBPR1        REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111   SHORT NAME: GRAY U      TOT AMT REQ:      $12,000.00
 CASH ON HAND: _____         TOT AMT ENT:       $8,000.00
 ASAP SEQUENCE NUMBER:
        ACCOUNT ID              AMOUNT REQUESTED      AVAILABLE BALANCE   ITM #
        830327 55101 93.5680002    1000_____
        830327 55101 93.5680003    1000_____
        830327 55101 93.5680004    1000_____
     F1R10014                      4000_____          $500,000.00
        AGYFUNDRECCODECFDA+SUFFIX
        830327 55101 93.5680001    1000_____
        830327 55101 93.5680002    1000_____
        830327 55101 93.5680003    1000_____
        830327 55101 93.5680004    1000_____
  ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                    F7=PGUP
  I0034 DATA ON PREVIOUS SUMMARY SCREEN SAVED.
```

STEP 3: RESULT

The system posts the request.

```
 SP030F            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234   SHORT NAME: GRAY U               PAGE    1 OF    2
 TEMPLATE NAME: RBPR1        REQ REF NUM:              TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111   SHORT NAME: GRAY U      TOT AMT REQ: $12,000.00
 CASH ON HAND: _____         TOT AMT ENT: $12,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1035230
        ACCOUNT ID              AMOUNT REQUESTED      AVAILABLE BALANCE   ITM #
     F1R10012                      $4,000.00              $496,000.00    01
        AGYFUNDRECCODECFDA+SUFFIX  $4,000.00
        830327 55101 93.5680001    $1,000.00
        830327 55101 93.5680002    $1,000.00
        830327 55101 93.5680003    $1,000.00
        830327 55101 93.5680004    $1,000.00
     F1R10013                      $4,000.00              $496,000.00    02
        AGYFUNDRECCODECFDA+SUFFIX  $4,000.00
        830327 55101 93.5680001    $1,000.00
  ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                F8=PGDN
  I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F4 to go to the Payment Request Processing Menu.

```
SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP030FO           SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234  SHORT NAME: GRAY U                  PAGE    1 OF    2
TEMPLATE NAME: RBPR1        REQ REF NUM:              TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111  SHORT NAME: GRAY U     TOT AMT REQ: $12,000.00
CASH ON HAND: _____    TOT AMT ENT: $12,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1035230
      ACCOUNT ID              AMOUNT REQUESTED      AVAILABLE BALANCE   ITM #
  F1R10012                       $4,000.00            $496,000.00    01
    AGYFUNDRECCODECFDA+SUFFIX    $4,000.00
    830327 55101 93.5680001      $1,000.00
    830327 55101 93.5680002      $1,000.00
    830327 55101 93.5680003      $1,000.00
    830327 55101 93.5680004      $1,000.00
  F1R10013                       $4,000.00            $496,000.00    02
    AGYFUNDRECCODECFDA+SUFFIX    $4,000.00
    830327 55101 93.5680001      $1,000.00
 ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN                F8=PGDN
 I0043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Payment Request Processing Menu is displayed.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP020AO                PAYMENT REQUEST PROCESSING                    HH:MM:SS
 08/02/2000 T

              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT




                                    ENTER SELECTION NUMBER: 1
                                    PRESS ENTER


      F2=EXIT           F5=MAIN
```

SECTION 3.3

PAYMENT CANCELLATION

PURPOSE

In this section you will learn how to use the Payment Cancellation feature to cancel approved ACH payments that have not yet been sent to the ACH system.

OVERVIEW

Since users have the ability to warehouse ACH payments up to 32 calendar days into the future, it is necessary to be able to view these warehoused payments and cancel them if necessary. Through an option that is located on the Payment Request Processing Menu, users may cancel pending ASAP ACH payments. A pending payment is defined as either a next-day ACH payment that has been approved but not yet sent to the ACH system; an approved, future-dated (warehoused) ACH payment which also has not yet been sent to the ACH system; or a payment request that is pending Agency Review.

Once you have selected the Payment Cancellation option from the Payment Request Processing Menu, you will be presented with a list of payments that are eligible for cancellation. Only payments that appear on this screen are subject to cancellation. You may select a particular payment from the summary list and will be required to view the detail of the payment prior to canceling it. If you choose to cancel a payment, the available balance(s) for the affected account(s) will be automatically updated. You have immediate access to these funds.

NOTE:

<   Federal Agencies may also have a need to cancel pending ACH payments. All parties should be aware of conditions that lead to the need for a Federal Agency to cancel a payment. ASAP has requested Federal Agencies to notify the Recipient Organization/Payment Requestor if there is a need to cancel a payment.

<   There are limitations on the types of ACH payments that Federal Agencies may cancel. In the event that a summary payment includes items that cross multiple ALC's, the Federal Agency will need to contact the payment requestor and ask them to cancel the payment in question.

ACTION:

On the Payment Request Processing menu, select option 5 and press Enter.

```
 SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT


                                       ENTER SELECTION NUMBER: 5
                                       PRESS ENTER

         F2=EXIT              F5=MAIN
```

RESULT:

The Payment Cancellation Prompt screen appears.

```
 SP055A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP055AO                    PAYMENT CANCELLATION PROMPT                HH:MM:SS
 08/02/2000 T

 ENTER:

      REQUESTOR ID: 0101234                 SHORT NAME: GRAY U

      AGENCY LOCATION CODE/REGION:_____/__  SHORT NAME:
      RECIPIENT ID: _____          SHORT NAME:
      ACCOUNT ID:_____

      REQUESTOR REFERENCE NUMBER:_____

      REQUEST DATE (MM/DD/CCYY)   FROM: __/__/____    TO: __/__/____


                 F4=MENU F5=MAIN
```

SECTION 3.3.1

PAYMENT CANCELLATION:

GUIDE TO EXAMPLE

The following pages contain an example of how to use the Payment Cancellation feature to delete a pending ACH payment.

Please note that only pending ACH payment requests and payment requests pending Agency Review are eligible for cancellation and they must appear on the Payment Cancellation List.

EXAMPLE   3 - 138

Using the **Payment Cancellation** feature, we will cancel a Warehoused ACH payment.

<   One Federal Agency

<   One Recipient Organization

<   Cancel a Warehoused (ACH) payment

STEP 1: ACTION

Fill in the prompt screen using the Agency Location Code for the Federal Agency payment that
needs to be canceled and enter a date range for when the Warehoused payment was requested.
(NOTE: This is the date the request was made and NOT the future settlement date.) Press Enter.

```
 SP055A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP055AO                  PAYMENT CANCELLATION PROMPT                    HH:MM:SS
 08/02/2000 T

 ENTER:

       REQUESTOR ID: 0101234                       SHORT NAME: GRAY U

       AGENCY LOCATION CODE/REGION: 11000001/__    SHORT NAME:
       RECIPIENT ID: 0101111                       SHORT NAME:
       ACCOUNT ID:_____

       REQUESTOR REFERENCE NUMBER:_____

       REQUEST DATE (MM/DD/CCYY) FROM: 07/31/2000 TO:  08/02/2000

                 F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all the pending payments (warehoused payment requests and
requests pending Agency Review) for the Federal Agency- Recipient Organization combination
specified on the prompt.

```
 SP056A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP056AO                   PAYMENT CANCELLATION LIST                     HH:MM:SS
 08/02/2000 T


                                                     PAGE   1   OF   1
 REQUESTOR ID: 0101234      SHORT NAME: GRAY U      REQ REF NUM:
 ALC/REGION:11000001/       SHORT NAME: US MONEY1
 RECIPIENT ID:0101111       SHORT NAME: GRAY U
 ACCOUNT ID:                     REQ DATES FROM: 07/31/2000 TO: 08/02/2000


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

  _    11000001/   0101111  08/02/2000   08/23/2000       $10,000.00      2

  _    11000001/   0101111  08/02/2000   08/03/2000      $325,000.00      2



        F3=PRMT F4=MENU F5=MAIN                    F9=ALC F10=RO   F11=ACCT
```

STEP 2: ACTION

Enter S under the SEL field to view the payment detail information. NOTE: You may see a list that includes payments other than the warehoused payment. At a minimum, you will see the warehoused payment request on this list. Select this payment and continue.

```
 SP056A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP056AO                     PAYMENT CANCELLATION LIST                   HH:MM:SS
 08/02/2000 T


                                                        PAGE   1  OF   1
 REQUESTOR ID: 0101234       SHORT NAME: GRAY U      REQ REF NUM:
 ALC/REGION:11000001/         SHORT NAME: US MONEY1
 RECIPIENT ID:0101111        SHORT NAME: GRAY U
 ACCOUNT ID:                    REQ DATES FROM: 07/31/2000  TO: 08/02/2000


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

  S    11000001/    0101111  08/02/2000   08/23/2000        $10,000.00      2

  _     11000001/    0101111  08/02/2000   08/03/2000       $325,000.00      2


       F3=PRMT F4=MENU F5=MAIN                 F9=ALC F10=RO   F11=ACCT
```

STEP 2: RESULT

The payment detail appears.

```
  SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
  SP057AO                    PAYMENT CANCELLATION DETAIL                  HH:MM:SS
 08/02/2000 T

                                                        PAGE    1  OF    1
 REQUEST DATE:  08/02/2000              REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00               NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000           REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:        $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION    RO ID     ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/  0101111  F1R10001         $5,000.00              $399,000.00
  US MONEY1     GRAY U
 11000001/  0101111  F1R10002         $5,000.00              $392,250.00
  US MONEY1     GRAY U



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

STEP 3: ACTION

Once the payment detail information has been reviewed, the payment requestor has the option to cancel the payment or escape from the Payment Cancellation function. If cancellation is chosen, enter C in the Action field. If escape is chosen, enter E in the Action field.

```
 SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP057AO                    PAYMENT CANCELLATION DETAIL                 HH:MM:SS
 08/02/2000 T


                                                          PAGE   1   OF   1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234   SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10001          $5,000.00              $399,000.00

  US MONEY1    GRAY U
 11000001/   0101111   F1R10002          $5,000.00              $392,250.00

  US MONEY1    GRAY U


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

STEP 3: RESULT

A message appears asking you to confirm your cancellation of the payment request.

```
 SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP057AO                    PAYMENT CANCELLATION DETAIL                 HH:MM:SS
 08/02/2000 T

                                                          PAGE   1   OF   1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234   SHORT NAME: GRAY U
 TOTAL REQUESTED:          $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID     ASAP ACCOUNT     AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10001          $5,000.00              $399,000.00

  US MONEY1    GRAY U
 11000001/   0101111   F1R10002          $5,000.00              $392,250.00

  US MONEY1    GRAY U


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

STEP 4: ACTION

To confirm that you wish to cancel the payment request, respond to the message by typing Y for yes and pressing Enter.

```
 SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP057AO                  PAYMENT CANCELLATION DETAIL                  HH:MM:SS
 08/02/2000 T


                                                          PAGE    1  OF    1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:         $10,000.00 PAYMENT STATUS:  WAREHOUSED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT     AMT REQUESTED      AVAILABLE BALANCE
   SHORT NAME   SHORT NAME
 11000001/   0101111   F1R10001         $5,000.00              $399,000.00

  US MONEY1    GRAY U
 11000001/   0101111   F1R10002         $5,000.00              $392,250.00

  US MONEY1    GRAY U


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

STEP 4: RESULT

Please note that amounts associated with cancelled payments update the available balance of the appropriate ASAP accounts and are immediately available.

```
 SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP057AO                  PAYMENT CANCELLATION DETAIL                  HH:MM:SS
 08/02/2000 T
    *** SCREEN POSTED ***                                   PAGE    1   OF
 1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00              NUMBER ITEMS:   2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:         $10,000.00 PAYMENT STATUS:  CANCELLED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT     AMT REQUESTED      AVAILABLE BALANCE
   SHORT NAME   SHORT NAME
 11000001/   0101111   F1R10001         $5,000.00              $404,000.00

  US MONEY1    GRAY U
 11000001/   0101111   F1R10002         $5,000.00              $397,250.00

  US MONEY1    GRAY U


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

STEP 5: ACTION

Once the selected payment has been cancelled, press F5 = MAIN to return to the Main Menu.

```
 SP057A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP057AO                   PAYMENT CANCELLATION DETAIL                   HH:MM:SS
 08/02/2000 T
     *** SCREEN POSTED ***                                        PAGE     1 OF
 1
 REQUEST DATE:  08/02/2000            REQUESTOR REF NUM: MS2
 REQUEST TIME:  10:44:00              NUMBER ITEMS:    2
 SETTLEMENT DATE: 08/23/2000          REQUESTOR ID: 0101234    SHORT NAME: GRAY U
 TOTAL REQUESTED:         $10,000.00 PAYMENT STATUS:  CANCELLED
 ASAP SEQUENCE NUMBER:  08/02/2000 E1QP12OV 00003 1044001
 ALC/REGION   RO ID    ASAP ACCOUNT    AMT REQUESTED       AVAILABLE BALANCE
  SHORT NAME    SHORT NAME
 11000001/   0101111   F1R10001        $5,000.00                   $404,000.00

  US MONEY1    GRAY U
 11000001/   0101111   F1R10002        $5,000.00                   $397,250.00

  US MONEY1    GRAY U


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

STEP 5: RESULT

The Main Menu appears.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP010AO                          MAIN MENU                             HH:MM:SS
 08/02/2000 T




           <1>  PAYMENT REQUEST PROCESSING
           <2>  INQUIRY MENU
           <3>  FEDERAL AGENCY FUNCTIONS MENU
           <4>  RFC FUNCTIONS MENU
           <5>  FRB SUPPORT PROCESSING
           <6>  REPORT REQUEST MENU
           <7>  NOTIFICATIONS



                ASAP ID                    ENTER SELECTION NUMBER: __
     ORGANIZATION ACCESS CODE:             PRESS ENTER


     F2=EXIT
```

CHAPTER 4:

MAKING ADJUSTMENTS

PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

PLEASE NOTE that another adjustment option is available to you. If the amount of your adjustment exceeds what you can offset in a Summary Payment with Negative Draw, or if your organization's policies or procedures preclude you from making Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. You must have your financial institution return funds to the ASAP system. Funds may be returned via FEDWIRE or ACH.

Instructions and formats for returning funds to ASAP may be found in the Payment Formats Package. It is located on the ASAP Web site at http://www.fms.treas.gov/asap/pay-intro.html or contact your servicing RFC for a hard copy.

REASONS FOR ADJUSTMENTS

Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu.   See the Example on the following page.

ACTION:

On the Main Menu, type 1 for Payment Request Processing and press Enter.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP010A0                          MAIN MENU                           HH:MM:SS
 08/02/2000 T


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS




                      ASAP ID
     ORGANIZATION ACCESS CODE               ENTER SELECTION NUMBER: 1
                                            PRESS ENTER


          F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                HH:MM:SS
 08/02/2000 T



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                            ENTER SELECTION NUMBER: _
                                            PRESS ENTER

          F2=EXIT              F5=MAIN
```

SECTION 4.1

Summary Payment with Negative Draw Adjustment

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.

EXAMPLE

Using the template created in Chapter 3, we will make a request for funds with a negative draw.

      <   One Recipient Organization

      <   One Federal Agency

      <   One screen of accounts

STEP 1: ACTION

After selecting menu option 1 from the Payment Request Processing menu, the Template Payment Request prompt screen appears. Fill in the prompt screen as shown below and press Enter. Select the template that you created in Chapter 3.

```
 SP025B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP025BO              TEMPLATE PAYMENT REQUEST PROMPT                    HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234     SHORT NAME: GRAY U        BANK ACCT: 1 (1=1ST, OR ENTER
 TYPE OF PAYMENT: S  (I=INDIVIDUAL, S=SUMMARY)                    2=2ND,3=3RD,
 PAYMENT DELIVERY METHOD: A  (A=ACH OR F=FEDWIRE)                 4=4TH, OR
 SETTLEMENT DATE: 08/03/2000  (MM/DD/CCYY)                        BLANK FOR LIST)
 REQUESTOR REFERENCE NUMBER: TRAINING_____
 TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                                  TO A TEMPLATE NAME BELOW


         TEMPLATE                 TEMPLATE                 TEMPLATE
    SEL    NAME          SEL       NAME          SEL         NAME
     S    FEDDRAW         _       RBPR1




            F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all accounts on the template.

```
  SP030F             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
  SP030FO              SUMMARY PAYMENT REQUEST TEMPLATE ENTRY             HH:MM:SS
  08/02/2000 T
  REQUESTOR ID: 0101234        SHORT NAME: GRAY U          PAGE    1 OF   1
  TEMPLATE NAME: FEDDRAW     REQ REF NUM: TRAINING        TYPE OF PAYMENT: S
  SETTLEMENT DATE: 08/03/2000
  AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
  RECIPIENT ID: 0101111        SHORT NAME: GRAY U        TOT AMT REQ:_____
  CASH ON HAND: _____                           TOT AMT ENT:
  ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
  F1R10002                _____         $397,250.00
  F1R10004                                           $435,000.00
     F1R104D              _____
     F1R104E              _____
  F1R10008                _____         $495,250.00
  F1R10009                _____         $499,000.00




   ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: ACTION

Enter the total amount requested, in the TOT AMT REQ field, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U            PAGE    1 OF    1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/       SHORT NAME:US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U            TOT AMT REQ: 3000_____
 CASH ON HAND: _____                             TOT AMT ENT:
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE        ITM
 F1R10002                  _____         $397,250.00
 F1R10004                                           $435,000.00
    F1R104D                _____
    F1R104E                _____
 F1R10008                  -3000_____         $495,250.00
 F1R10009                  6000_____           $499,000.00


  ACTION: V (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
```

STEP 2: RESULT

The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
08/02/2000 T
 REQUESTOR ID: 0101234        SHORT NAME: GRAY U            PAGE    1 OF    1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION:11000001/   SHORT NAME:US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U            TOT AMT REQ:$3,000.00
 CASH ON HAND: _____                             TOT AMT ENT:$3,000.00
 ASAP SEQUENCE NUMBER:
       ACCOUNT ID          AMOUNT REQUESTED     AVAILABLE BALANCE        ITM
 F1R10002                                           $397,250.00
 F1R10004                                           $435,000.00
    F1R104D
    F1R104E
 F1R10008                       $3,000.00-        $495,250.00
 F1R10009                       $6,000.00         $499,000.00


  ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

 I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.
```

STEP 3: ACTION

Type a P in the ACTION field and press Enter to post your request.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE     1 OF     1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION:11000001/   SHORT NAME:US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
 CASH ON HAND: _____                                TOT AMT ENT:$3,000.00
 ASAP SEQUENCE NUMBER:
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
 F1R10002                                        $397,250.00
 F1R10004                                        $435,000.00
    F1R104D
    F1R104E
 F1R10008                     $3,000.00-         $495,250.00
 F1R10009                     $6,000.00          $499,000.00


   ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

  I0035  CURRENT SCREEN SUCCESSFULLY VALIDATED.  NO ERRORS FOUND.
```

STEP 3: RESULT

The system re-edits and posts your entries. The screen displays the updated available balances
which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the
summary payment and ITEM NUMBERS to each component request. **Note**: The available
balance for account F1R10008 increases because of the posted negative draw.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY               HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234          SUMMARY POSTED               PAGE     1 OF     1
 TEMPLATE NAME: FEDDRAW       REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION:11000001/    SHORT NAME:US MONEY1
 RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
 CASH ON HAND:                                              TOT AMT ENT:$3,000.00
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
      ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE        ITM
 F1R10002                                        $397,250.00
 F1R10004                                        $435,000.00
    F1R104D
    F1R104E
 F1R10008                     $3,000.00-         $498,250.00           01
 F1R10009                     $6,000.00          $493,000.00           02

   ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN
  I0043  SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F4=Menu to return to the Payment Request Processing Menu.

```
 SP030F           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP030FO             SUMMARY PAYMENT REQUEST TEMPLATE ENTRY            HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        SUMMARY POSTED               PAGE     1 OF     1
 TEMPLATE NAME: FEDDRAW      REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
 AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:US MONEY1
 RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
  CASH ON HAND:                                           TOT AMT ENT:$3,000.00
   ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
       ACCOUNT ID          AMOUNT REQUESTED       AVAILABLE BALANCE       ITM
 F1R10002                                          $397,250.00
 F1R10004                                          $435,000.00
    F1R104D
    F1R104E
 F1R10008                     $3,000.00-           $498,250.00            01
 F1R10009                     $6,000.00            $493,000.00            02

   ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN
 I0043   SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Payment Request Processing Menu appears.

```
 SP020A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP020AO                 PAYMENT REQUEST PROCESSING                    HH:MM:SS
 08/02/2000 T

              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT




                                     ENTER SELECTION NUMBER: _
                                     PRESS ENTER



   F2=EXIT              F5=MAIN
```

SECTION 4.2

BOOK ENTRY ADJUSTMENTS

The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Procedurally, however, you must follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

Book Entry Adjustments NEVER result in a payment going to the payment requestor's bank account, and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

- <   **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.

- <   **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.

- <   **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

     Date - the date the transaction was posted.

     Terminal ID - the ASAP terminal (PC connection or user ID) from which the adjustment was made.

     Sequence # - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

< **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.

< **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.

< **Tot Decr** - The system calculated sum of all decreases in an adjustment transaction.

< **Tot Incr** - The system calculated sum of all increases in an adjustment transaction.

< **ITM** - sequential numbers assigned by the system to each item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP.
To get to the starting point for the Example, follow the steps below:

ACTION:

Select item 4 from the Payment Request Processing Menu and press Enter.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                HH:MM:SS
 08/02/2000 T


                <1>  TEMPLATE PAYMENT REQUEST PROMPT

                <2>  MASTER PAYMENT REQUEST PROMPT

                <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

                <4>  BOOK ENTRY ADJUSTMENT PROMPT

                <5>  PAYMENT CANCELLATION PROMPT

                <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                      ENTER SELECTION NUMBER:  4
                                      PRESS ENTER


      F2=EXIT              F5=MAIN
```

RESULT:

The Book Entry Adjustment Prompt screen appears.

```
 SP047A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP047A0                   BOOK ENTRY ADJUSTMENT PROMPT               HH:MM:SS
 08/02/2000 T

 REQUESTOR ID: 0101234                     SHORT NAME: GRAY U

 ADJUSTMENT REFERENCE NUMBER: _____


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

 RECIPIENT ID: _____               SHORT NAME:


 ADJUSTMENT REASON:  _____
                     _____
                     _____


            F4=MENU F5=MAIN
```

EXAMPLE ONE

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for multiple accounts.

<   One Recipient

<   One Federal Agency

<   Multiple Accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
SP047A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP047A0                 BOOK ENTRY ADJUSTMENT PROMPT                HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234                       SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER:_____


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

RECIPIENT ID: 0101111                       SHORT NAME:


ADJUSTMENT REASON:  Drew from wrong account_____
                    _____
                    _____


          F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with the Account IDs and available balances for the Federal Agency -Recipient Organization combination specified on the prompt.

```
SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP048A0                 BOOK ENTRY ADJUSTMENT PROCESSING            HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        SHORT NAME: GRAY U           PAGE   1  OF   4
   ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/   SHORT NAME:US MONEY1
                                                       TOT DECR:  $0.00
RECIPIENT ID:  0101111           SHORT NAME: GRAY U   TOT INCR:  $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER:
                DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID    BAL. BY AMOUNT    BAL. BY AMOUNT   AVAILABLE BALANCE   ITM
                                                       F1R10001
                                              _____
                                              _____
                                                      $404,000.00

F1R10002        _____    _____     $397,250.00
F1R10003                                              $495,000.00
  F1R103A       _____    _____
  F1R103B       _____    _____
  F1R103C       _____    _____

ACTION: __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                  F8=PGDN      F10=RO
```

STEP 2: ACTION

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases. Enter the letter P in the Action field and press Enter.

```
SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0             BOOK ENTRY ADJUSTMENT PROCESSING                  HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234    SHORT NAME: GRAY U                    PAGE    1  OF   4
    ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                          TOT DECR:   $0.00
RECIPIENT ID:  0101111              SHORT NAME: GRAY U     TOT INCR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER:
                   DECREASE AVAIL      INCREASE AVAIL
   ACCOUNT ID      BAL. BY AMOUNT      BAL. BY AMOUNT    AVAILABLE BALANCE  ITM
F1R10001              50000_____   _____     $404,000.00
F1R10002           _____       50000_____    $397,250.00
F1R10003                                                     $495,000.00
  F1R103A          _____     _____
  F1R103B          _____     _____
  F1R103C          _____     _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN      F10=RO
```

STEP 2: RESULT

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

```
SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0             BOOK ENTRY ADJUSTMENT PROCESSING                  HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        ADJUSTMENT POSTED                 PAGE   1  OF   4
    ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                        TOT DECR: $50,000.00
RECIPIENT ID:  0101111              SHORT NAME: GRAY U   TOT INCR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000003
                   DECREASE AVAIL     INCREASE AVAIL
   ACCOUNT ID      BAL. BY AMOUNT     BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
   F1R10001        _   $50,000.00     _____     $354,000.00      01

F1R10002           _____    $50,000.00____      $447,250.00      02
F1R10003                                                   $495,000.00
  F1R103A          _____    _____
  F1R103B          _____    _____
  F1R103C          _____    _____
ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN                    F8=PGDN
I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 3: ACTION

Press F3=PRMT to return to the Book Entry Adjustment Prompt.

```
SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP048A0                 BOOK ENTRY ADJUSTMENT PROCESSING              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        ADJUSTMENT POSTED               PAGE   1  OF   4
   ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
                                                    TOT DECR: $50,000.00
RECIPIENT ID:  0101111                 SHORT NAME: GRAY U  TOT INCR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000003
                   DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID       BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE   ITM

F1R10001            _   $50,000.00    _____      $354,000.00      01

F1R10002            _____     $50,000.00____      $447,250.00      02
F1R10003                                                   $495,000.00
  F1R103A           _____    _____
  F1R103B           _____    _____
  F1R103C           _____    _____
ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN                        F8=PGDN
I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 3: RESULT

The Book Entry Adjustment Prompt screen is displayed.

```
SP047A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP047A0                   BOOK ENTRY ADJUSTMENT PROMPT                HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234                        SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER:_____


AGENCY LOCATION CODE/REGION: 11000001/__   SHORT NAME: US MONEY1

RECIPIENT ID: 0101111                        SHORT NAME: GRAY U


ADJUSTMENT REASON:  Drew from wrong account_____
                    _____
                    _____



           F4=MENU F5=MAIN
```

EXAMPLE TWO

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for control accounts.

<   One Recipient

<   One Federal Agency

<   Control Accounts

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
SP047A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP047A0                 BOOK ENTRY ADJUSTMENT PROMPT                 HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234                        SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER:_____


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

RECIPIENT ID: 0101111                        SHORT NAME:


ADJUSTMENT REASON:  Drew from wrong account_____
                    _____
                    _____


            F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with the Account IDs and available balances for the Federal
Agency -Recipient Organization combination specified on the prompt.

```
SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP048A0                 BOOK ENTRY ADJUSTMENT PROCESSING            HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234        SHORT NAME: GRAY U            PAGE  1  OF  4
  ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
                                                          TOT DECR:  $0.00
RECIPIENT ID:  0101111              SHORT NAME: GRAY U   TOT INCR:  $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER:
                 DECREASE AVAIL    INCREASE AVAIL
   ACCOUNT ID    BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
F1R10001         _ _____    _____          $354,000.00
F1R10002         _____      _____          $447,250.00
F1R10003                                                 $495,000.00
  F1R103A        _____      _____
  F1R103B        _____      _____
  F1R103C        _____      _____
ACTION: __  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                        F8=PGDN     F10=RO
```

STEP 2: ACTION

Press F8=PGDN to navigate to the second page of accounts.

```
 SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP048A0                BOOK ENTRY ADJUSTMENT PROCESSING               HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U            PAGE  1  OF   4
   ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
                                                        TOT DECR:   $0.00
RECIPIENT ID:  0101111               SHORT NAME: GRAY U   TOT INCR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER:
                    DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID       BAL. BY AMOUNT     BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
F1R10001           _ _____    _____       $354,000.00
F1R10002           _____    _____       $447,250.00
F1R10003                                                     $495,000.00
  F1R103A          _____    _____
  F1R103B          _____    _____
  F1R103C          _____    _____
ACTION: __  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                             F8=PGDN      F10=RO
```

STEP 2: RESULT

The second page of accounts is displayed, along with their associated account details.

```
 SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP048A0                BOOK ENTRY ADJUSTMENT PROCESSING               HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U            PAGE  2  OF   4
 ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
                                                        TOT DECR:   $0.00
RECIPIENT ID:  0101111               SHORT NAME: GRAY U   TOT INCR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                   _____
                   _____
ASAP SEQUENCE NUMBER:
                    DECREASE AVAIL    INCREASE AVAIL
  ACCOUNT ID       BAL. BY AMOUNT     BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
 F1R10004                                                  $435,000.00
 F1R104D           _____    _____
 F1R104E           _____    _____
 F1R104F           _____    _____
F1R10005                                                   $500,000.00
 F1R105G           _____    _____
 F1R105H           _____    _____
 ACTION: __  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                             F7=PGUP F8=PGDN      F10=RO
```

STEP 3: ACTION

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases, and since these accounts are Control Accounts, the increases and decreases must be entered at the account detail level.   Enter the letter P in the Action field and press Enter.

```
 SP048A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP048A0                BOOK ENTRY ADJUSTMENT PROCESSING                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234    SHORT NAME: GRAY U                    PAGE    2  OF   4
     ADJUSTMENT REFERENCE NUM:
 AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                                            TOT DECR:   $0.00
 RECIPIENT ID:  0101111              SHORT NAME: GRAY U    TOT INCR:   $0.00
 ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____
 ASAP SEQUENCE NUMBER:
                     DECREASE AVAIL    INCREASE AVAIL
    ACCOUNT ID       BAL. BY AMOUNT    BAL. BY AMOUNT   AVAILABLE BALANCE  ITM
  F1R10004                                                $435,000.00
  F1R104D          _____    10000_____
  F1R104E          _____    _____
  F1R104F          _____    _____
 F1R10005                                                 $500,000.00
  F1R105G          10000_____     _____
  F1R105H          _____    _____
 ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                       F8=PGDN      F10=RO
```

STEP 3: RESULT

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

```
 SP048A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP048A0                BOOK ENTRY ADJUSTMENT PROCESSING                   HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        ADJUSTMENT POSTED                 PAGE    2  OF   4
     ADJUSTMENT REFERENCE NUM:
 AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                                        TOT DECR: $20,000.00
 RECIPIENT ID:  0101111              SHORT NAME: GRAY U  TOT INCR: $20,000.00
 ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000006
                     DECREASE AVAIL    INCREASE AVAIL
    ACCOUNT ID       BAL. BY AMOUNT    BAL. BY AMOUNT   AVAILABLE BALANCE  ITM
  F1R10004                             $10,000.00        $445,000.00       01
  F1R104D          _____    ___ $10,000.00
  F1R104E          _____    _____
  F1R104F          _____    _____
 F1R10005          $10,000.00                            $490,000.00       02
  F1R105G          _____ $10,000.00   _____
  F1R105H          _____    _____
 ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN           F7=PGUP F8=PGDN
  I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 4: ACTION

Press F5=MAIN to return to the Main Menu.

```
 SP048A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP048A0               BOOK ENTRY ADJUSTMENT PROCESSING                HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234        ADJUSTMENT POSTED              PAGE   2  OF  4
     ADJUSTMENT REFERENCE NUM:
 AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                                       TOT DECR: $20,000.00
 RECIPIENT ID:  0101111               SHORT NAME: GRAY U  TOT INCR: $20,000.00
 ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____
 ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V  000006
                     DECREASE AVAIL    INCREASE AVAIL
   ACCOUNT ID        BAL. BY AMOUNT    BAL. BY AMOUNT    AVAILABLE BALANCE   ITM
   F1R10004                             $10,000.00        $445,000.00      01
   F1R104D          _____   ___ $10,000.00
   F1R104E          _____   _____
   F1R104F          _____   _____
 F1R10005              $10,000.00                          $490,000.00      02
   F1R105G          _____$10,000.00   _____
   F1R105H          _____   _____
   ACTION:  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
             F3=PRMT F4=MENU F5=MAIN            F7=PGUP F8=PGDN
  I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
```

STEP 4: RESULT

The Main Menu appears.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP010A0                          MAIN MENU                           HH:MM:SS
 08/02/2000 T



              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS



                    ASAP ID
       ORGANIZATION ACCESS CODE              ENTER SELECTION NUMBER:_
                                             PRESS ENTER




      F2=EXIT
```

5 - 1

CHAPTER 5:

INQUIRY

PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

Federal Agency: identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

Recipient Organization: recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

Payment Requestors: have a unique 7-digit Requestor ID which is generated by ASAP.

INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction**-level, **account**-level, **account detail**- level and **organization**-level information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

TRANSACTION-LEVEL

Payment Request Status Inquiry (#1) allows you to access information related to your organization"s payment requests. You have the option of viewing payment status information on a single payment or all of your organization"s payment requests posted within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your organization's ASAP Account(s) entered during a specific period.

Book Entry Adjustment Inquiry (#12) allows you to see information on book entry adjustments made to your ASAP Accounts.

ACCOUNT-LEVEL

Account Balance Inquiry (#2) allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

Account Statement Inquiry (#3) allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account"s available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that range.

Account Profile Inquiry (#5) allows you to view the profile of any of your organization"s ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

ORGANIZATION-LEVEL

Federal Program Agency Inquiry (#6) allows you to view the information contained in a Federal Agency profile.

Payment Requestor Inquiry (#7) allows you to view the information contained in a Payment Requestor profile.

Recipient Organization Inquiry (#8) allows you to view the information contained in a Recipient Organization's profile.

Voice Response Account Number Inquiry (#15) Allows an Agency to determine which recipients use VRS and the VRS account number associated with the agency-established ASAP Account ID.

OTHER REFERENCE INFORMATION

CFDA Inquiry (#9) allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

ALC Inquiry (#10) allows you to view Agency Location Codes (ALCs) and Federal Agency names.

!   Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

GETTING STARTED

To get to the starting point for the examples in this chapter, follow the step on the next page.

ACTION:

From the Main Menu, select menu option 2 for Inquiry Menu and press Enter.

```
 SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP010AO                            MAIN MENU                            16:17:44
 08/02/2000   T


                     <1>  PAYMENT REQUEST PROCESSING
                     <2>  INQUIRY MENU
                     <3>  FEDERAL AGENCY FUNCTIONS MENU
                     <4>  RFC FUNCTIONS MENU
                     <5>  FRB SUPPORT PROCESSING
                     <6>  REPORT REQUEST MENU
                     <7>  NOTIFICATIONS



                     ASAP ID
   ORGANIZATION ACCESS CODE                        ENTER SELECTION NUMBER: 2
                                                   PRESS ENTER
         F2=EXIT     F5=MAIN
```

RESULT:

The Inquiry Menu appears.

```
 SP100A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP100AO                          INQUIRY MENU                           16:43:13
 08/02/2000   T


                  < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                  < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                  < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                  < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                  < 5>  ACCOUNT PROFILE INQUIRY
                  < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                  < 7>  PAYMENT REQUESTOR INQUIRY
                  < 8>  RECIPIENT ORGANIZATION INQUIRY
                  < 9>  CFDA INQUIRY
                  <10>  ALC INQUIRY
                  <11>  RETURNED PAYMENT INQUIRY PROMPT
                  <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                  <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                  <14>  SUPER USER INQUIRY
                  <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.1

PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts. You might use this feature to, among other reasons:

<   View a summary of the overall amount requested and number of items within a request;

<   Verify whether a particular draw was made and when it settled;

<   Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment;

<   View when a payment request is subject to agency review;

<   View remittance information associated with a payment;

<   View payment request having subaccounts referred to as account details.

<   If you are a VRS Payment Requestor, you may only inquire on the status of payment requests made on VRS. Inquires on the status of payment requests made on-line must be made on-line.

<   Enter the Request Date provided by VRS and recorded at the time the payment was made. The date you enter must contain 2 digits for the month, 2 digits for the day and four digits for the Year followed by #.

<   Enter the 6 digits sequence number provided by VRS and recorded when the payment.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail

information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays amounts requested at the remittance code level.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

<   **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (Fedwire or ACH).

<   **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. In the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. Items with a status of "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.

<   **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).

<   **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:

           Date - the date the request was approved.

           Terminal ID - the ASAP terminal or User ID that originated the request.

Sequence # - a sequential number used to identify the session during which the request was made on a given terminal and date.

Item # - identifies the account level draws within each request.

<   **SEL** - typing an "S" in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an "S" next to one of the items which make up the request transaction on
<   the Payment Request Status Inquiry List Screen allows you to view the detail for that item.

<   **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.

<   **ACH Cycle Date, Cycle, Batch Number**, and **Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.

<   **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.

<   **Bank Account Number** - the Payment Requestor"s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.

<   **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.

<   **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:
> "Queued to ACH",
> "Sent to ACH/FUNDS",
> "Sent and Processed",
> "Warehoused",
> "Rejected and Restored",
> "Rejected, Insufficient Balance",
> "Rejected, Draw Limit Exceeded",
> "Awaiting FPA Approval",
> "Rejected by FPA",
> "Rejected, Account Not Available",
> "Approved by FPA", or "Canceled".

PAYMENT REQUEST STATUS INQUIRY

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. Review the following examples.

Example 1 shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

Example 2 shows how to make a *narrower search* - by specifying the Recipient ID, Account ID and date range.

Example 3 shows how to inquire on payment request for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

Example 4 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

Example 5 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range. All payment requests for this organization and date range will appear.

         <   One Recipient Organization

         <   Date Range

STEP 1: ACTION

After selecting menu option 1 from the Inquiry Menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Be sure that the date range you specify includes the cycle date on which payment requests were made.

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP105AO              PAYMENT REQUEST STATUS INQUIRY PROMPT               16:24:45
 08/02/2000     T


 ENTER:

 REQUESTOR ID: 0101234                              SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION: _____ / __         SHORT NAME:

 ACCOUNT ID: _____
 REQUESTOR REFERENCE NUMBER: _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                     W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS            08/02/00
 SP110AO              PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:26:03
 08/02/2000     T

 REQUESTOR ID: 0101234                              SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:          /            SHORT NAME:
 ACCOUNT ID:                        REQUESTOR REF NUM:
 REQUEST STATUS:                    REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

  _    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00    004   A

  _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00    004   A

  _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00    003   W

  _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00    003   A

  _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00    003   A
       F3=PRMT F4=MENU F5=MAIN                    F8=PGDN F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:26:03
 08/02/2000     T

 REQUESTOR ID: 0101234                          SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                          SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:          /        SHORT NAME:
 ACCOUNT ID:                          REQUESTOR REF NUM:
 REQUEST STATUS:              REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

  S    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00  004    A

  _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00  004    A

  _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00  003    W

  _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00  003    A

  _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00  003    A

      F3=PRMT F4=MENU F5=MAIN              F8=PGDN F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with an account-by-account breakout of the information for the selected payment transaction. If there were multiple Recipient Organization IDs in a payment transaction, you will only see the draws related to the Recipient Organization ID specified on the prompt screen.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST              16:28:49
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                      SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                   SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $4,000.00               TOTAL ITEMS: 004

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

 _ 11000001/   0101111 F1R10001                 $1,000.00       $82,500.00  A

 _ 11000001/   0101111 F1R10002                 $1,000.00       $95,500.00  A

 _ 11000001/   0101111 F1R10003                 $1,000.00       $83,000.00  A

 _ 11000001/   0101111 F1R10004                 $1,000.00       $96,000.00  A

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

STEP 3: ACTION

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see the detail on this draw.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:28:49
 08/02/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                      SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                   SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:        $4,000.00              TOTAL ITEMS: 004

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

 S 11000001/    0101111 F1R10001                $1,000.00        $82,500.00  A

 _ 11000001/    0101111 F1R10002                $1,000.00        $95,500.00  A

 _ 11000001/    0101111 F1R10003                $1,000.00        $83,000.00  A

 _ 11000001/    0101111 F1R10004                $1,000.00        $96,000.00  A


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

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10001         ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493             REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

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

STEP 4: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

```
 SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO         PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10001      ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493             REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022     BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

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

STEP 4: RESULT

The prompt screen appears.

```
 SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT             16:31:34
 08/02/2000     T

 ENTER:

 REQUESTOR ID:  0101234                        SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                        SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


              F4=MENU F5=MAIN
```

EXAMPLE TWO

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
 08/02/2000     T


  ENTER:

  REQUESTOR ID: 0101234                          SHORT NAME:  GRAY U
  RECIPIENT ID:  0101111                         SHORT NAME:  GRAY U
  AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

  ACCOUNT ID:  F1R10003
  REQUESTOR REFERENCE NUMBER:  _____

  REQUEST STATUS:  _  (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                       W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
  REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


                  F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY             16:34:33
 08/02/2000     T

  REQUESTOR ID: 0101234                          SHORT NAME:  GRAY U
  RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
  AGENCY LOCATION CODE/REGION:            /      SHORT NAME:
  ACCOUNT ID:       F1R10003    REQUESTOR REF NUM:
  REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

   _    11000001/    0101111 08/02/2000  08/03/2000        $4,000.00  004   A

   _    11000001/    0101111 08/02/2000  08/03/2000        $7,000.00  004   A

   _    11000001/    0101111 08/02/2000  08/04/2000        $9,000.00  003   W

   _    11000001/    0101111 08/02/2000  08/03/2000       $15,000.00  003   A

   _    11000001/    0101111 08/02/2000  08/03/2000       $18,000.00  003   A

        F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment request transaction and press Enter.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
 08/02/2000     T

 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:            /          SHORT NAME:
 ACCOUNT ID:      F1R10003     REQUESTOR REF NUM:
 REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

  S   11000001/    0101111  08/02/2000  08/03/2000       $4,000.00    004    A

  _   11000001/    0101111  08/02/2000  08/03/2000       $7,000.00    004    A

  _   11000001/    0101111  08/02/2000  08/04/2000       $9,000.00    003    W

  _   11000001/    0101111  08/02/2000  08/03/2000      $15,000.00    003    A

  _   11000001/    0101111  08/02/2000  08/03/2000      $18,000.00    003    A

        F3=PRMT F4=MENU F5=MAIN                    F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                      SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                   SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $4,000.00               TOTAL ITEMS: 004

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

 _ 11000001/   0101111 F1R10003                $1,000.00      $83,000.00  A




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

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:          $4,000.00              TOTAL ITEMS: 004

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

 S   11000001/    0101111 F1R10003                $1,000.00        $83,000.00  A     |



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

STEP 3: RESULT

The following screen appears with the detailed information for the selected draw.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                                 SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10003              ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493            REQUEST AMT:                $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022     BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME: RANKING B&T
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

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

STEP 4: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10003              ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493            REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME: RANKING B&T
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

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

STEP 4: RESULT

The prompt screen appears.

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT              16:31:34
 08/02/2000     T

 ENTER:

 REQUESTOR ID:  0101234                          SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                          SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __     SHORT NAME:

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


             F4=MENU F5=MAIN
```

EXAMPLE THREE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT             16:31:34
08/02/2000      T


ENTER:

REQUESTOR ID:  0101234                          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



                  F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000      T

REQUESTOR ID: 0101234                           SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:          /         SHORT NAME:
ACCOUNT ID:      F1R10004            REQUESTOR REF NUM:
REQUEST STATUS:               REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

 _   11000001/   0101111  08/02/2000  08/03/2000       $4,000.00   004    A

 _   11000001/   0101111  08/02/2000  08/03/2000       $7,000.00   004    A

 _   11000001/   0101111  08/02/2000  08/04/2000       $9,000.00   003    W

 _   11000001/   0101111  08/02/2000  08/03/2000      $15,000.00   003    A

 _   11000001/   0101111  08/02/2000  08/03/2000      $18,000.00   003    A

     F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the second payment request transaction and press Enter.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
 08/02/2000     T

 REQUESTOR ID: 0101234                            SHORT NAME:  GRAY U
 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:          /          SHORT NAME:
 ACCOUNT ID:      F1R10004               REQUESTOR REF NUM:
 REQUEST STATUS:                 REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

  _    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00   004   A

  S    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00   004   A

  _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00   003   W

  _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00   003   A

  _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00   003   A

 F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The list screen is displayed with information on the account ID entered on the prompt.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                    SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                 SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $7,000.00             TOTAL ITEMS: 004

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

 _  11000001/   0101111 F1R10004              $1,000.00       $83,000.00  A




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

STEP 3: ACTION

Enter S in the select byte field and press Enter to navigate to the detail on this request.

```
SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST                16:36:03
08/02/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                      SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                   SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:        $7,000.00              TOTAL ITEMS: 004

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

S  11000001/   0101111 F1R10004               $1,000.00        $83,000.00  A




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

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         16:29:53
08/02/2000     T

AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10004        ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000               REQUESTOR REF NUM: REQUEST 2
REQUEST TIME: 15:52:493                REQUEST AMT:          $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000        ACH CYCLE: B    ACH BATCH NUMBER: 000000005

ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002

REQUEST STATUS:   QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX#
      F3=PRMT F4=MENU F5=MAIN                  F8=PGDN          F11=LIST
```

STEP 4: ACTION

Press F8=PGDN to view the status of the request that was subject to Agency Review.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004         ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493             REQUEST AMT:              $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: B   ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX0#
        F3=PRMT F4=MENU F5=MAIN               F8=PGDN            F11=LIST
```

STEP 4: RESULT

The following screen appears with the detailed information for a payment under agency review parameters.

```
 SP111B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111BO           PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS         16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004

 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:  08/02/2000 15:55:493
 AGENCY ACTION: APPROVED               USER ID OF AGENCY REVIEWER: E1XXX0X

 AMOUNT REQUESTED:            $1,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
 AMOUNT APPROVED:             $1,000.00  ACTUAL SETTLEMENT DATE: 08/03/2000




        F3=PRMT F4=MENU F5=MAIN          F7=PGUP               F11=LIST
```

STEP 5: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

```
 SP111B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111BO          PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS         16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /                SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004


 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:  08/02/2000 15:55:493
 AGENCY ACTION: APPROVED               USER ID OF AGENCY REVIEWER: E1XXX0X

 AMOUNT REQUESTED:              $1,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
 AMOUNT APPROVED:               $1,000.00  ACTUAL SETTLEMENT DATE: 08/03/2000







       F3=PRMT F4=MENU F5=MAIN         F7=PGUP              F11=LIST
```

STEP 5: RESULT

The prompt screen appears.

```
 SP105A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
 08/02/2000      T

 ENTER:

 REQUESTOR ID:  0101234                          SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                          SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: _____  / __     SHORT NAME:

 ACCOUNT ID: F1R10004
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



              F4=MENU F5=MAIN
```

EXAMPLE FOUR

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT            16:31:34
08/02/2000     T


ENTER:

REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                            SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __      SHORT NAME:

ACCOUNT ID: F1R10005
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO           PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                             SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:          /           SHORT NAME:
ACCOUNT ID:      F1R10005              REQUESTOR REF NUM:
REQUEST STATUS:              REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

 _    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00   004    A

 _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00   004    A

 _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00   003    W

 _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00   003    A

 _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00   003    A

     F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Select the first payment request by typing S and pressing Enter.

```
SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                             SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:            /         SHORT NAME:
ACCOUNT ID:      F1R10005              REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

 S    11000001/    0101111  08/02/2000  08/03/2000       $4,000.00    004    A          |

 _    11000001/    0101111  08/02/2000  08/03/2000       $7,000.00    004    A

 _    11000001/    0101111  08/02/2000  08/04/2000       $9,000.00    003    W

 _    11000001/    0101111  08/02/2000  08/03/2000      $15,000.00    003    A

 _    11000001/    0101111  08/02/2000  08/03/2000      $18,000.00    003    A

      F3=PRMT F4=MENU F5=MAIN                       F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
08/02/2000     T

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                    SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:        $4,000.00               TOTAL ITEMS: 004

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

_ 11000001/   0101111 F1R10005                 $1,000.00       $83,000.00  A



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

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST                16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                    SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:        $4,000.00               TOTAL ITEMS: 004

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

 S  11000001/   0101111 F1R10005                 $1,000.00        $83,000.00  A


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

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005          ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493            REQUEST AMT:              $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000        ACH CYCLE: A    ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#
              F3=PRMT F4=MENU F5=MAIN                          F9=DTL
 F11=LIST
```

STEP 4: ACTION

Press F9=DTL to view the account detail IDs and amounts requested.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005        ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000              REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493              REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A   ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#
       F3=PRMT F4=MENU F5=MAIN                     F9=DTL       F11=LIST
```

STEP 4: RESULT

The account detail IDs and amounts requested are displayed.

```
 SP114B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP114BO             PAYMENT REQUEST ACCOUNT DETAILS                   16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005            SETTLEMENT DATE: 08/03/2000


      ACCOUNT DETAIL ID              AMOUNT REQUESTED

 CTRL ACCT DETAIL 1                        $500.00
 CTRL ACCT DETAIL 2                        $500.00


 TOTAL AMOUNT REQUESTED                  $1,000.00



       F3=PRMT F4=MENU F5=MAIN                     F9=DTL       F11=LIST
```

STEP 5: ACTION

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

```
 SP114B          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP114BO             PAYMENT REQUEST ACCOUNT DETAILS                16:29:53
 08/02/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10005                    SETTLEMENT DATE: 08/03/2000



       ACCOUNT DETAIL ID                     AMOUNT REQUESTED

 CTRL ACCT DETAIL 1                              $500.00
 CTRL ACCT DETAIL 2                              $500.00


 TOTAL AMOUNT REQUESTED                        $1,000.00


        F3=PRMT F4=MENU F5=MAIN                    F9=DTL      F11=LIST
```

STEP 5: RESULT

The prompt screen appears.

```
 SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT          16:31:34
 08/02/2000     T


 ENTER:

 REQUESTOR ID:  0101234                       SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __      SHORT NAME:

 ACCOUNT ID: F1R10005
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



              F4=MENU F5=MAIN
```

EXAMPLE FIVE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter.

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT               16:31:34
08/02/2000     T


ENTER:

REQUESTOR ID:  0101234                              SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                              SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __        SHORT NAME:

ACCOUNT ID: F1R10006
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _  (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



                F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP110AO           PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:            /          SHORT NAME:
ACCOUNT ID:      F1R10006                REQUESTOR REF NUM:
REQUEST STATUS:              REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

 _    11000001/   0101111  08/02/2000  08/03/2000       $4,000.00  004    A

 _    11000001/   0101111  08/02/2000  08/03/2000       $7,000.00  004    A

 _    11000001/   0101111  08/02/2000  08/04/2000       $9,000.00  003    W

 _    11000001/   0101111  08/02/2000  08/03/2000      $15,000.00  003    A

 _    11000001/   0101111  08/02/2000  08/03/2000      $18,000.00  003    A

     F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type S and press Enter to select the first payment in the list.

```
SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY             16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:            /          SHORT NAME:
ACCOUNT ID:      F1R10006              REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

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

 S    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00    004    A

 _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00    004    A

 _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00    003    W

 _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00    003    A

 _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00    003    A

     F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
08/02/2000     T

AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                      SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                   SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:        $4,000.00              TOTAL ITEMS: 004

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

_ 11000001/    0101111 F1R10006               $1,000.00       $83,000.00  A




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

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                    SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:         $4,000.00              TOTAL ITEMS: 004

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

 S  11000001/   0101111 F1R10006                $1,000.00        $83,000.00  A       |



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

STEP 3: RESULT

Detail on the selected transaction is displayed.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006        ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493            REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#

        F3=PRMT F4=MENU F5=MAIN F6=RMIT                            F11=LIST
```

STEP 4: ACTION

Press F6=RMIT to view information on remittance codes used in the request against this account.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006                    ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000                 REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493                  REQUEST AMT:          $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000        ACH CYCLE: A    ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#


      F3=PRMT F4=MENU F5=MAIN F6=RMIT                          F11=LIST
```

STEP 4: RESULT

The following screen appears with the information for the payment request having associated remittance data.

```
 SP114B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP114BO             PAYMENT REQUEST REMITTANCE DETAILS                16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006                    SETTLEMENT DATE: 08/03/2000
 ACCOUNT DETAIL ID:

      RECIPIENT REMITTANCE CODES          AMOUNT REQUESTED

 HEADER CODES SUFFIX+CFDA#                     $1,000.00
 1234 REMIT CODE 01                             $500.00
 1234 REMIT CODE 02                             $500.00


      F3=PRMT F4=MENU F5=MAIN F6=DTL                           F11=LIST
```

STEP 5: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP114B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP114BO                PAYMENT REQUEST ACCOUNT DETAILS                  16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10006               SETTLEMENT DATE: 08/03/2000
 ACCOUNT DETAIL ID:


      RECIPIENT REMITTANCE CODES          AMOUNT REQUESTED

 HEADER CODES SUFFIX+CFDA#                        $1,000.00
 1234 REMIT CODE 01                                 $500.00
 1234 REMIT CODE 02                                 $500.00



       F3=PRMT  F4=MENU F5=MAIN F6=DTL                       F11=LIST
```

STEP 5: RESULT

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                            16:43:13
 08/02/2000    T


              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
             <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMT

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

SECTION 5.2

ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

You also have the option of requested an up-to-the-minute account balance (by leaving the as of date field blank) or an " as of" account balance inquiry (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions.

The **cumulative draws/RP/BE** is calculated as follows:

<   The sum of any **funds returned** to ASAP via your financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question

<   PLUS the sum of **book entry adjustment increases**

<   MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)

<   MINUS the sum of all **negative draw amounts**

<   MINUS the sum of **book entry adjustment decreases**

<   MINUS the sum of **any funds reclassified out of an account by an RFC**.

The **current available balance** is calculated as follows:

<   the net of the cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.

!   The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

NOTE:
<   Column totals appear at the end of the list of accounts.
<   If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Review the following examples.

Example 1 shows how to request an up-to-the-minute account balance.

Example 2 shows how to request account balances as of a specified date.

EXAMPLE 1

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

STEP 1: ACTION

After selecting menu option 2 from the Inquiry Menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID and as of date fields blank.

```
 SP115A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP115AO                 ACCOUNT BALANCE INQUIRY PROMPT                 16:39:14
 08/02/2000     T


 REQUESTOR ID:  0101234                             SHORT NAME:  GRAY U

       ENTER:

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

 RECIPIENT ID: 0101111                              SHORT NAME:

 ACCOUNT ID:  _____

 AS OF: __/__/____   (MM/DD/CCYY)


              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

```
 SP120A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP120AO                 ACCOUNT BALANCE INQUIRY DETAIL                 16:40:58
 08/02/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U


                          CUMULATIVE         CUMULATIVE            CURRENT
 ACCOUNT ID              AUTHORIZATIONS      DRAWS/RP/BE          AVAIL BAL

 F1R10001                  $100,000.00       -$17,500.00        $82,500.00
 F1R10002                  $100,000.00        -$4,500.00        $95,500.00
 F1R10003                  $100,000.00       -$17,000.00        $83,000.00
 F1R10004                  $110,000.00       -$14,000.00        $96,000.00



      F3=PRMT F4=MENU F5=MAIN            F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.

```
SP120A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO                 ACCOUNT BALANCE INQUIRY DETAIL                  16:40:58
08/02/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U


                          CUMULATIVE        CUMULATIVE            CURRENT
ACCOUNT ID              AUTHORIZATIONS      DRAWS/RP/BE          AVAIL BAL

F1R10001                  $100,000.00       -$17,500.00        $82,500.00
F1R10002                  $100,000.00        -$4,500.00        $95,500.00
F1R10003                  $100,000.00       -$17,000.00        $83,000.00
F1R10004                  $110,000.00       -$14,000.00        $96,000.00


       F3=PRMT F4=MENU F5=MAIN            F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The Account Balance Inquiry screen appears.

```
SP115A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO                 ACCOUNT BALANCE INQUIRY PROMPT                  16:39:14
08/02/2000     T


REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U

     ENTER:

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

RECIPIENT ID: 0101111                             SHORT NAME:

ACCOUNT ID:  _____

AS OF: __/__/____   (MM/DD/CCYY)


           F4=MENU F5=MAIN
```

EXAMPLE 2

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

<   "As Of" Date Specified

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

```
SP115A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP115AO                   ACCOUNT BALANCE INQUIRY PROMPT                 16:39:14
08/02/2000     T


REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U

     ENTER:

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

RECIPIENT ID: 0101111                             SHORT NAME:

ACCOUNT ID:  _____

AS OF: 08/01/2000   (MM/DD/CCYY)


              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen.
Note: the F8=PGDN indicates that there are additional account balances in this example.

```
SP120A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP120AO                  ACCOUNT BALANCE INQUIRY DETAIL                  16:40:58
08/02/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
  RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
AS OF: 08/01/2000


                        CUMULATIVE         CUMULATIVE            CURRENT
ACCOUNT ID          AUTHORIZATIONS        DRAWS/RP/BE          AVAIL BAL

F1R10001               $50,000.00        -$17,500.00         $32,500.00
F1R10002               $50,000.00         -$4,500.00         $45,500.00
F1R10003               $50,000.00        -$17,000.00         $33,000.00
F1R10004               $61,000.00        -$14,000.00         $47,000.00


     F3=PRMT F4=MENU F5=MAIN            F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP120A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP120AO                  ACCOUNT BALANCE INQUIRY DETAIL              16:40:58
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 AS OF: 08/01/2000


                          CUMULATIVE        CUMULATIVE            CURRENT
 ACCOUNT ID             AUTHORIZATIONS      DRAWS/RP/BE          AVAIL BAL

 F1R10001                 $50,000.00       -$17,500.00        $32,500.00
 F1R10002                 $50,000.00        -$4,500.00        $45,500.00
 F1R10003                 $50,000.00       -$17,000.00        $33,000.00
 F1R10004                 $61,000.00       -$14,000.00        $47,000.00




        F3=PRMT F4=MENU F5=MAIN                F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                          INQUIRY MENU                       16:43:13
 08/02/2000    T



             < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
             < 2>  ACCOUNT BALANCE INQUIRY PROMPT
             < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
             < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
             < 5>  ACCOUNT PROFILE INQUIRY
             < 6>  FEDERAL PROGRAM AGENCY INQUIRY
             < 7>  PAYMENT REQUESTOR INQUIRY
             < 8>  RECIPIENT ORGANIZATION INQUIRY
             < 9>  CFDA INQUIRY
             <10>  ALC INQUIRY
             <11>  RETURNED PAYMENT INQUIRY PROMPT
             <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
             <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.3

ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account"s available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account"s history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws**, **book entry adjustments**, **cancellations** and **classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

Authorization transactions that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

Book Entry Adjustments, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

Returned Payments are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

< **Date From** and **To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean "effective date" for authorizations or "settlement date" for payment requests.

< **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:

> **AU** - applied authorization transactions
> **PY** - approved payment requests
> **BE** - posted book entry adjustments
> **RP** - classified returned payments
> **CN** - canceled payments

< **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to the date the transaction was certified by the agency, the authorization is applied (balance is updated) ON the date certified. For payment requests, the effective date is the settlement date.

< **Applied Date** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.

< If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.

< **Account Detail** - Associated with Control Account. It may represent projects or programs within the grant. The grantee will be required to draw at the Account Detail level, thus providing the Agency with more specific information how grant funds are being expended.

HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Statement Inquiry feature.

Review the following example.

EXAMPLE

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

    <   One Account ID

    <   One Agency Location Code

    <   One Recipient ID

    <   Date Range

STEP 1: ACTION

After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```
SP125A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP125AO              ACCOUNT STATEMENT INQUIRY PROMPT             16:44:03
08/02/2000     T



    ENTER:

         ACCOUNT ID:  F1R10002                                          |

         ACCOUNT DETAIL ID:  _____


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

    AND   RECIPIENT ID:  0101111                        SHORT NAME:      |

    AND   FROM  08 / 02 / 2000   TO   08 / 02 / 2000                     |


           F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

```
SP130A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
SP130AO                 ACCOUNT STATEMENT INQUIRY                 16:45:46
08/02/2000     T

AGENCY LOCATION CODE/REGION:  11000001 /    SHORT NAME: US MONEY

RECIPIENT ID:  0101111                      SHORT NAME: GRAY U
ACCOUNT ID:    F1R10002        FROM: 08/02/2000  TO  08/02/2000
ACCOUNT DETAIL:
BEGINNING DATE:08/02/2000
                                 BEGINNING BALANCE:            $.00
APPL. DATE   EFF. DATE   TYPE       INCREASES            DECREASES
08/02/2000   08/02/2000  AU       $100,000.00
08/02/2000   08/03/2000  PY                            $1,000.00
08/02/2000   08/03/2000  PY                            $1,000.00
08/02/2000   08/04/2000  PY                            $2,500.00


ENDING DATE:  08/02/2000        ENDING BALANCE:        $95,500.00
      F3=PRMT F4=MENU F5=MAIN                          F11=ACCT
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP130A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP130AO                    ACCOUNT STATEMENT INQUIRY                   16:45:46
 08/02/2000      T

 AGENCY LOCATION CODE/REGION:  11000001 /    SHORT NAME: US MONEY

 RECIPIENT ID:  0101111                      SHORT NAME: GRAY U
 ACCOUNT ID:    F1R10002          FROM: 08/02/2000  TO  08/02/2000
 ACCOUNT DETAIL:
 BEGINNING DATE:
                 08/02/2000       BEGINNING BALANCE:              $.00
 APPL. DATE    EFF. DATE   TYPE          INCREASES            DECREASES
 08/02/2000    08/02/2000  AU        $100,000.00
 08/02/2000    08/03/2000  PY                                $1,000.00
 08/02/2000    08/03/2000  PY                                $1,000.00
 08/02/2000    08/04/2000  PY                                $2,500.00




 ENDING DATE:  08/02/2000          ENDING BALANCE:         $95,500.00
       F3=PRMT  F4=MENU  F5=MAIN                                F11=ACCT
```

STEP 2: RESULT

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP100AO                          INQUIRY MENU                         16:46:51
 08/02/2000      T



           < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
           < 2>  ACCOUNT BALANCE INQUIRY PROMPT
           < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
           < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
           < 5>  ACCOUNT PROFILE INQUIRY
           < 6>  FEDERAL PROGRAM AGENCY INQUIRY
           < 7>  PAYMENT REQUESTOR INQUIRY
           < 8>  RECIPIENT ORGANIZATION INQUIRY
           < 9>  CFDA INQUIRY
           <10>  ALC INQUIRY
           <11>  RETURNED PAYMENT INQUIRY PROMPT
           <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
           <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
           <14>  SUPER USER INQUIRY
           <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT
                                    ENTER SELECTION NUMBER: __
                                    PRESS ENTER
      F2=EXIT         F5=MAIN
```

SECTION 5.4

AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

Authorization Date - Date that authorization was entered into system. Range is less than or equal to 93 days.

Effective Date - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) ON the current date. See "Applied Date".

Applied Date - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

STA - Indicates the status of each authorization: "A" for applied, "U" for uncertified, and "W" for warehoused, "R" for Rejected.

I/D - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:
the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Authorization Transaction Inquiry feature. Review the following example.

EXAMPLE

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

STEP 1: ACTION

After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```
SP135A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP135AO               AUTHORIZATION TRANSACTION INQUIRY PROMPT           16:48:02
08/02/2000      T


ENTER:

AGENCY LOCATION CODE/REGION:  11000001 / __          SHORT NAME:
RECIPIENT ID:  0101111                               SHORT NAME:
ACCOUNT ID:  _____
GROUP ID:  _____
AGENCY REFERENCE NUMBER:      _____
AUTHORIZATION DATE   FROM:      08 / 02 / 2000   TO:  08 / 02 / 2000



          F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen.

```
SP140A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO               AUTHORIZATION TRANSACTION SUMMARY INQUIRY          16:49:59
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP           ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE   STA

_ INQUIRY           F1R10001    $     100,000.00           I  08/02/2000    A

_ INQUIRY           F1R10002    $     100,000.00           I  08/02/2000    A

_ INQUIRY           F1R10003    $     100,000.00           I  08/02/2000    A

_ INQUIRY           F1R10004    $     110,000.00           I  08/02/2000    A



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

STEP 2: ACTION

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.

```
 SP140A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP140AO             AUTHORIZATION TRANSACTION SUMMARY INQUIRY            16:49:59
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 AGENCY REFERENCE NUMBER:
 AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


 S   GROUP           ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE   STA

 S  INQUIRY           F1R10001    $    100,000.00        I  08/02/2000    A       |

 _  INQUIRY           F1R10002    $    100,000.00        I  08/02/2000    A

 _  INQUIRY           F1R10003    $    100,000.00        I  08/02/2000    A

 _  INQUIRY           F1R10004    $    110,000.00        I  08/02/2000    A


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

STEP 2: RESULT

The following screen appears with the detailed information for the selected authorization transaction.

```
 SP141A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP141AO             AUTHORIZATION TRANSACTION DETAIL INQUIRY            16:51:37
 08/02/2000     T




 AGENCY LOCATION CODE/REGION:  11000001 /             SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10001
 GROUP ID:  INQUIRY
 AGENCY REFERENCE NUMBER:

 AUTHORIZATION AMOUNT: $           100,000.00     INCREASE/DECREASE IND:  I
 EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
 AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

 AUTHORIZATION STATUS:  A
 REJECT REASON:

 INITIATOR: E1XXX0#              CERTIFIER: T1XXX0#

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

STEP 3: ACTION

Press F11=LIST to return to the Authorization Summary Inquiry screen.

```
 SP141A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP141AO             AUTHORIZATION TRANSACTION DETAIL INQUIRY            16:51:37
 08/02/2000      T




 AGENCY LOCATION CODE/REGION:  11000001 /              SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10001
 GROUP ID:  INQUIRY
 AGENCY REFERENCE NUMBER:

 AUTHORIZATION AMOUNT:  $           100,000.00     INCREASE/DECREASE IND:  I
 EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
 AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

 AUTHORIZATION STATUS:  A
 REJECT REASON:

 INITIATOR: E1XXX0#                   CERTIFIER: T1XXX0#

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

STEP 3: RESULT

The following screen appears, allowing for the selection of another transaction.

```
 SP140A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP140AO             AUTHORIZATION TRANSACTION SUMMARY INQUIRY           16:52:15
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 AGENCY REFERENCE NUMBER:
 AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


 S   GROUP          ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE   STA

 _ INQUIRY           F1R10001     $           100,000.00  I  08/02/2000    A

 _ INQUIRY           F1R10002     $           100,000.00  I  08/02/2000    A

 _ INQUIRY           F1R10003     $           100,000.00  I  08/02/2000    A

 _ INQUIRY           F1R10004     $           110,000.00  I  08/02/2000    A



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

STEP 4: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP140A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP140AO             AUTHORIZATION TRANSACTION SUMMARY INQUIRY            16:52:15
 08/02/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 AGENCY REFERENCE NUMBER:
 AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000



 S   GROUP           ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE   STA

 _  INQUIRY          F1R10001    $           100,000.00  I  08/02/2000    A

 _  INQUIRY          F1R10002    $           100,000.00  I  08/02/2000    A

 _  INQUIRY          F1R10003    $           100,000.00  I  08/02/2000    A

 _  INQUIRY          F1R10004    $           110,000.00  I  08/02/2000    A


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

STEP 4: RESULT

The Inquiry Menu appears.

```
 SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                            16:53:33
 08/02/2000      T




            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
            < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
            < 5>  ACCOUNT PROFILE INQUIRY
            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
            < 7>  PAYMENT REQUESTOR INQUIRY
            < 8>  RECIPIENT ORGANIZATION INQUIRY
            < 9>  CFDA INQUIRY
            <10>  ALC INQUIRY
            <11>  RETURNED PAYMENT INQUIRY PROMPT
            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
            <14>  SUPER USER INQUIRY
            <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

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

SECTION 5.5
ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

<   the **Agency Location Code / Region** of the Federal Agency providing funds,

<   the **Recipient ID** of the Recipient Organization using the funds, and

<   the **Account ID** used to identify and track the funds.

<   the **VRS Account ID** used to identify Voice Response accounts.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

<   **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.

<   **Account Status Indicator** - There are three possible Account Statuses:

         Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

         Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

         Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

<   **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an

information field, used at the discretion of the Federal Agency.

< **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

< **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a control account, then the Account Details for the account can be seen by pressing F9. If the account is not a control account, F9 is not displayed.

< **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.

< **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.

< **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

< **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

< **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

< **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.

< **Create Date** - the date stamp assigned by the system when the account profile is created.

< **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

< **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease

authorizations.

<   **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

<   **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

<   **Book Entry Adjustment** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.

<   **Agency Review/Maximum Draw Parameters** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount parameters for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

Review the following examples.

EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

        <   One Agency Location Code

        <   One Recipient ID

        <   Account ID

STEP 1: ACTION

After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Complete the highlighted fields shown below and press Enter.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                     16:54:34
 08/02/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
 RECIPIENT ID: 0101111                             SHORT NAME:
 ACCOUNT ID: F1R10003___              VRS ACCOUNT ID:

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



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

            F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. You will just remain on this screen to go to the next example.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                     16:55:46
 08/02/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /         SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10003                 VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 3                          CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                       ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY         CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE:  08/02/2000   END DATE: 11/15/2000   CMIA INDICATOR (Y/N) N
 CREATE DATE: 08/02/2000   BUDGET PERIOD END DATE:  09/30/2000

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $83,000.00


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

EXAMPLE TWO

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

<   One Agency Location Code

<   One Recipient ID

<   Account ID for Control Account

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

```
 SP065A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                       ACCOUNT PROFILE INQUIRY                    13:41:00
 08/03/2000       T


 AGENCY LOCATION CODE/REGION: 11000001 / __         SHORT NAME:
 RECIPIENT ID: 0101111                              SHORT NAME:
 ACCOUNT ID: F1R10001___                VRS ACCOUNT ID:

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

 TOTAL ESTIMATED GRANT AMOUNT:
 CUMULATIVE AUTHORIZED AMOUNT:
 AVAILABLE BALANCE:
                F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account
displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the
bottom of the screen, it signifies that this is a control account.

```
 SP065A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                       ACCOUNT PROFILE INQUIRY                    13:43:51
 08/03/2000       T


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001            VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 1                             CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                          ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY            CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /       CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


                F4=MENU F5=MAIN                        F9=DTL
 I0009   INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F9=DTL to inquire on the account details assigned to this account.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO                     ACCOUNT PROFILE INQUIRY                     13:43:51
08/03/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001                     VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: ACCOUNT 1                             CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $81,500.00


          F4=MENU F5=MAIN                          F9=DTL
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Detail Inquiry screen appears.

```
SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO                     ACCOUNT DETAIL INQUIRY                      13:49:58
08/03/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001            VRS ACCOUNT ID:
ACCOUNT DESCRIPTION: ACCOUNT 1        AVAILABLE BALANCE:            $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:              $100,000.00

    ACCOUNT DETAIL ID          STATUS      CUMULATIVE            CUMULATIVE
                               (O/S/C)     DRAW LIMIT       DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1                 O         $50,000.00            $9,000.00-
ACCOUNT DETAIL 2                 O         $50,000.00            $9,500.00-






          F4=MENU F5=MAIN                                     F11=ACCT
```

STEP 3: ACTION

Press F11=ACCT to return to the Account Profile Inquiry screen.

```
 SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP067AO                     ACCOUNT DETAIL INQUIRY                      13:49:58
 08/03/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001            VRS ACCOUNT ID:
 ACCOUNT DESCRIPTION: ACCOUNT 1         AVAILABLE BALANCE:            $81,500.00
 TOTAL CUMULATIVE DRAW LIMIT:           $100,000.00

     ACCOUNT DETAIL ID          STATUS       CUMULATIVE            CUMULATIVE
                                (O/S/C)      DRAW LIMIT        DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1                 O          $50,000.00              $9,000.00-
 ACCOUNT DETAIL 2                 O          $50,000.00              $9,500.00-




            F4=MENU F5=MAIN                                        F11=ACCT
```

STEP 3: RESULT

The Account Profile Inquiry screen is displayed.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                     13:43:51
 08/03/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001            VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 1                        CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000    END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:           $81,500.00


            F4=MENU F5=MAIN                            F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

EXAMPLE THREE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

      <   One Agency Location Code

      <   One Recipient ID

      <   Account ID which has Agency Review Criteria/Maximum Draw
                  Limits associated with it

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP065AO                     ACCOUNT PROFILE INQUIRY                    14:16:03
08/03/2000       T


AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
RECIPIENT ID: 0101111                             SHORT NAME:
ACCOUNT ID: F1R10002___              VRS ACCOUNT ID:

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


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

           F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review Criteria and/or Maximum Draw Limits associated with it which is indicated by the F8=REV function key at the bottom of the screen.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP065AO                     ACCOUNT PROFILE INQUIRY                    14:37:24
08/03/2000       T


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002              VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: ACCOUNT 2                          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                       ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                         PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /   CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000     BUDGET PERIOD END DATE:    /    /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $95,500.00
           F4=MENU F5=MAIN              F8=REV
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press the F8=REV function key to inquire on Agency Review Criteria and/or Maximum Draw Limit parameters which are associated with this account.

```
SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO                    ACCOUNT PROFILE INQUIRY                    14:37:24
08/03/2000     T


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002          VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: ACCOUNT 2                          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                       ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000     BUDGET PERIOD END DATE:    /     /


TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $95,500.00


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

STEP 2: RESULT

The Account Profile - Agency Review/Maximum Draw Parameters screen appears which indicates the Agency Review Criteria and Maximum Draw Amounts which are associated with this account. Pressing F7=PREV returns the inquirer back to the previous Account Profile Inquiry screen.

```
SP066A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP066AO   ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS    14:43:48
08/03/2000     T



AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
THRESHOLD: $5,000.00               CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

MAXIMUM DRAW AMOUNTS:
    DAILY:     $7,500.00        MONTHLY: $10,000.00
    QUARTERLY: $25,000.00        TOTAL:   $100,000.00
                            DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX#

          F4=MENU F5=MAIN          F7=PREV
```

STEP 3: ACTION

Press F4=Menu to return to the Inquiry Menu.

```
 SP066A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP066AO            ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS           14:43:48
 08/03/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00        MONTHLY: $10,000.00
     QUARTERLY: $25,000.00        TOTAL:   $100,000.00
                                DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#




            F4=MENU F5=MAIN        F7=PREV
```

STEP 3: RESULT

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                            14:51:57
 08/03/2000     T



            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
            < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
            < 5>  ACCOUNT PROFILE INQUIRY
            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
            < 7>  PAYMENT REQUESTOR INQUIRY
            < 8>  RECIPIENT ORGANIZATION INQUIRY
            < 9>  CFDA INQUIRY
            <10>  ALC INQUIRY
            <11>  RETURNED PAYMENT INQUIRY PROMPT
            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
            <14>  SUPER USER INQUIRY
            <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

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

SECTION 5.6

ACCOUNT PROFILE INQUIRY WITH VRS

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

the **Agency Location Code / Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Account ID** used to identify and track the funds.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

➢ **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.

➢ **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

➢ **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.

➢ **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

➢ **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a Control Account, account details may be seen by pressing F9=DTL. If the account is not a Control Account, F9=DTL will not be displayed.

➢ **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.

➢ **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.

➢ **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

➢ **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

➢ **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

➢ **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.

➢ **Create Date**- the date stamp assigned by the system when the account profile is created.

➢ **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated

total grant award.

> **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.
> **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

> **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

> **Book Entry Adjustment (ALLOW BE ADJ)** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.

> **Agency Review/Maximum Draw Amounts** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

> **VRS Account ID** - the ability for Payment Requestors and Recipient Requestors to request Payment, Payment Cancellation, Book entry Reports and Inquiry from ASAP through touch tone phone system.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

> ➤   One Recipient ID

> ➤   Account ID

STEP 1: ACTION

Logon and Enter your ASASP ID and OAC from Main Menu and select option 2 for Inquiry Menu.

```
SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         05/02/01
SP010AO                          MAIN MENU                            10:49:16
05/02/2001 T


                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS




                  ASAP ID _____
   ORGANIZATION ACCESS CODE                      ENTER SELECTION NUMBER: 2
                                                 PRESS ENTER
        F2=EXIT
```

STEP 2: ACTION

The Inquiry Menu appears.

```
SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         05/02/01
SP100AO                        INQUIRY MENU                           10:52:08
05/02/2001 T

              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

STEP 2: ACTION

From the Inquiry Menu, select option 5 for Account Profile Inquiry and press Enter.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/02/01
SP100AO                        INQUIRY MENU                       10:52:08
05/02/2001 T

              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                        ENTER SELECTION NUMBER: 5
                                        PRESS ENTER
F2=EXIT          F5=MAIN
```

STEP 2: RESULT

The Account Profile Inquiry appears.

```
SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/02/01
 SP065AO                     ACCOUNT PROFILE INQUIRY              10:53:56
 05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 / __        SHORT NAME:  LVFMC
 RECIPIENT ID: _____                          SHORT NAME:
 ACCOUNT ID:   _____            VRS ACCOUNT ID:

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


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



            F4=MENU F5=MAIN
```

STEP 3: ACTION

Fill in the Recipient ID and the Account ID and press Enter.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         05/02/01
 SP065AO                     ACCOUNT PROFILE INQUIRY                     10:53:56
05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 / __        SHORT NAME:  LVFMC
 RECIPIENT ID: 0275751                             SHORT NAME:
 ACCOUNT ID: 0081941701               VRS ACCOUNT ID:

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


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



            F4=MENU F5=MAIN
```

STEP 3: RESULT

The Account Profile Inquiry screen appears with the information about the specified account
displayed. You will remain on this screen to proceed to the next example.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         05/02/01
 SP065AO                     ACCOUNT PROFILE INQUIRY                     11:15:47
05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 /          SHORT NAME:  LVFMC
 RECIPIENT ID: 0275751                             SHORT NAME:  UAF
 ACCOUNT ID: 0081941701               VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: OLIGOBACTERIA STUDY                CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): S                       ASAP 1031 (Y/N) N
 REQUESTOR ID: 6019903                            PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: 6000          CFDA NUMBER: 66.505       ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 01 / 01 / 1993   END DATE: 04 / 02 / 2001 CMIA INDICATOR (Y/N)
 CREATE DATE: 09/26/1996    BUDGET PERIOD END DATE: 12 / 30 / 1996


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $105,469.53
 AVAILABLE BALANCE:            $105,469.53



            F4=MENU F5=MAIN                          F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

EXAMPLE TWO

Use the Account Profile Inquiry to view the profile of an ASAP Control Account.

> ➢   One Recipient ID

> ➢   Account ID for Control Account

STEP 1: ACTION

After completing Example 1, type in the next Account ID that you want to inquire on and press Enter.

```
 SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                 13:41:00
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
 RECIPIENT ID: 0101111                             SHORT NAME:
 ACCOUNT ID: F1R10001___          VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: TEST ACCOUNT             CTRL ACCT (Y/N): N
 ACCT STATUS INDICATOR (O/S/C): O              ASAP 1031 (Y/N): N
 REQUESTOR ID: 0101234              PYMNT WAREHOUSE IND (Y/N): N
 GROUP ID:         CFDA NUMBER: 10.000      ALLOW BE ADJ(Y/N):Y
 BEGIN DATE: 08/02/2000   END DATE: 11/15/2000   CMIA INDICATOR (Y/N): N
 CREATE DATE:08/02/2000     BUD. PER. END DATE: 09/30/2000

 TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00
 CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
 AVAILABLE BALANCE: $427,000.00
                              F4=MENU  F5=MAIN            F8=REV
 I0009 INQUIRY SUCCESSFUL.

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

```
 SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                 13:43:51
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001              VRS ACCOUNT ID:002401


     ACCOUNT DESCRIPTION: ACCOUNT 1                CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O              ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234              PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:        ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $81,500.00


              F4=MENU F5=MAIN                    F9=DTL
  I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F9=DTL to inquire on the account details assigned to this account.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                       13:43:51
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                    VRS ACCOUNT ID:002401


 ACCOUNT DESCRIPTION: ACCOUNT 1                          CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /      CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


            F4=MENU F5=MAIN                        F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Detail Inquiry screen appears.

```
SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP067AO                    ACCOUNT DETAIL INQUIRY                       13:49:58
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                    VRS ACCOUNT ID:002401
 ACCOUNT DESCRIPTION: ACCOUNT 1       AVAILABLE BALANCE:       $81,500.00
   TOTAL CUMULATIVE DRAW LIMIT:            $100,000.00

     ACCOUNT DETAIL ID       STATUS      CUMULATIVE           CUMULATIVE
                             (O/S/C)     DRAW LIMIT       DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1              O         $50,000.00            $9,000.00-
 ACCOUNT DETAIL 2              O         $50,000.00            $9,500.00-





            F4=MENU F5=MAIN                                    F11=ACCT

```

STEP 3: ACTION

Press F11=ACCT to return to the Account Profile Inquiry screen.

```
SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP067AO                    ACCOUNT DETAIL INQUIRY                       13:49:58
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                       VRS ACCOUNT ID:002401
 ACCOUNT DESCRIPTION: ACCOUNT 1      AVAILABLE BALANCE:            $81,500.00
   TOTAL CUMULATIVE DRAW LIMIT:               $100,000.00


     ACCOUNT DETAIL ID          STATUS      CUMULATIVE          CUMULATIVE
                               (O/S/C)      DRAW LIMIT      DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1                 O         $50,000.00          $9,000.00-
 ACCOUNT DETAIL 2                 O         $50,000.00          $9,500.00-




           F4=MENU F5=MAIN                                       F11=ACCT

```

STEP 3: RESULT

The Account Profile Inquiry screen appears. You will remain on this screen to proceed to the next example.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                    13:43:51
 08/03/2000

AGENCY  LOCATION  CODE/REGION:  11000001  /                SHORT  NAME:   US  MONEY1
RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001                       VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1                        CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY        CFDA NUMBER:              ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


           F4=MENU F5=MAIN                          F9=DTL
 I0009  INQUIRY SUCCESSFUL.

```

EXAMPLE THREE

Use the Account Profile Inquiry to view the profile of an ASAP account with Agency Review and Maximum Draw Amounts.

> ➢   One Recipient ID

> ➢   Account ID which has Agency Review and Maximum Draw Amounts associated with it

STEP 1: ACTION

After completing Example 2, type in the next Account ID that you want to inquire on and press Enter.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                    14:16:03
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 / __         SHORT NAME:
 RECIPIENT ID: 0101111                              SHORT NAME:
 ACCOUNT ID: F1R10002___              VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 1                          CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


            F4=MENU F5=MAIN                        F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review and/or Maximum Draw Amounts associated with it which is indicated by the F8=REV command at the bottom of the screen.

```
 SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                    14:37:24
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002                 VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 2                          CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $95,500.00

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

STEP 2: ACTION

Press the F8=REV function key to inquire on Agency Review and/or Maximum Draw
Amounts which are associated with this account.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                       14:37:24
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002                       VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 2                          CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                        PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY         CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $95,500.00


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

STEP 2: RESULT

The Account Profile - Maximum Draw Parameters screen appears with the Agency
Review and Maximum Draw Amounts that are associated with this account. If
PF7=PREV is pressed, the inquirer returns to the previous Account Profile Inquiry
screen.

```
 SP066A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
 SP066AO           ACCOUNT PROFILE – MAXIMUM DRAW PARAMETERS             14:43:48
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00           MONTHLY: $10,000.00
     QUARTERLY: $25,000.00          TOTAL:    $100,000.00
                                DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#



             F4=MENU F5=MAIN         F7=PREV
```

STEP 3: ACTION

Press F4=Menu to return to the Inquiry Menu.

```
SP066A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP066AO            ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS          14:43:48
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
      DAILY:     $7,500.00         MONTHLY: $10,000.00
      QUARTERLY: $25,000.00          TOTAL:   $100,000.00
                                DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#




              F4=MENU F5=MAIN         F7=PREV
```

STEP 3: RESULT

The Inquiry Menu appears.

```
SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP100AO                        INQUIRY MENU                           14:51:57
08/03/2000


              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                    ENTER SELECTION NUMBER: __
                                    PRESS ENTER
        F2=EXIT
```

SECTION 5.7

VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

Purpose

Allows Agency to determine which recipients use VRS and the VRS Account number that corresponds to the agency-established ASAP Account ID.

Overview

The ASAP Voice Response System (VRS) provides an automated system for interaction between ASAP and its external customers. The ASAP VRS users are Payment Requestors and Recipient Organizations. Through the use of a touch-tone telephone the users may access their grant funds. The payment delivery method for VRS is ACH only. The system requires a PIN number, ASAP ID and password. There are two menus within VRS. The Payment Request Menu provides Payment Requestor functions and Inquiry selections. The Recipient Organization Menu provides Inquiry selections. VRS is NOT available to Federal Program Agency users.

Federal Program Agency Impact

The ASAP system generates a six-digit VRS account number that corresponds to the agency created ASAP Account ID. That number is reflected on the Account Profile Screen when a payment requestor or recipient is "flagged" as a Voice Response System user. Because some VRS users may not have access to ASAP on-line, it is the FPA's responsibility to ensure their recipients know the VRS account number that applies to the accounts from which they are entitled to make payment requests or inquiries. A special option has been added to the Inquiry Menu which will allow FPAs to search for VRS account IDs and their corresponding ASAP account ID. That option is number 15 on the Inquiry Menu – Voice Response Account Number Inquiry Prompt.

Hours of Operation

Voice Response System is available to customers 24 hours a day, 7 days a week (24x7).

The full Voice Response System menu is offered on ASAP business days, Monday through Friday from 8:00 a.m. ET until 11:55 p.m. ET. VRS transactions are processed on-line and real time just as transactions are processed when accessing ASAP via a personal computer.

A <u>reduced</u> menu is available at all other times, including the following holidays:

New Year's Day	Martin Luther King, Jr. Day
Presidents' Day	Memorial Day
Fourth of July	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

There are two menus within the Voice Response System. One that will allow the Payment Requestor update functions and Inquiry selections, and another that will allow only Recipient Organizations Inquiry selections.

Full VRS Menu Options:

Single Payment Request – a simplified method that allows a payment requestor to request a payment from a single account for delivery the next business day.

Multiple Payment Request – allows a payment requestor to request payments from multiple accounts established by a single Federal agency for delivery the next business day or up to 32 days in the future.

Payment Request Status – allows a payment requestor or recipient organization to inquire into the status of a payment request created on VRS.

Payment Cancellation – allows a payment requestor to cancel a payment request created on VRS.

Book Entry Adjustment – allows a payment requestor to move funds from one account created by a Federal agency to another account created by the same agency.

Account Balance Request – allows a payment requestor or recipient organization request the balance of an account.

Account Settlement Report Request – allows a payment requestor or recipient organization to request that a report of activity in an account within dates specified by the requestor be faxed to a number specified by the requestor at the beginning of the next business day.

Reduced Menu: - (ASAP non-business hours)

Single Payment Request
Payment Cancellation.
Account Balance Request
Account Settlement Report

Examples

Steps 1 and 2 To search the Voice Response Account Number Inquiry Prompt (Ex 1).

Step 3 To search by ALC only.

Step 4 To search by Recipient ID (Ex 3).

Step 5 To search by Payment Requestor (Ex 5).

Step 6 To search by Payment Requestor and Recipient ID (Ex 5).

Step 7 To search by VRS Account Number (Ex 6).

STEP 1: ACTION
(Example 1)

From the Main Menu, select option 2 to select the Inquiry Menu.

```
 SP010A        UTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
  SP010AO                              MAIN MENU                    10:42:46
  08/03/2000     T



                    <1>  PAYMENT REQUEST PROCESSING
                    <2>  INQUIRY MENU
                    <3>  FEDERAL AGENCY FUNCTIONS MENU
                    <4>  RFC FUNCTIONS MENU
                    <5>  FRB SUPPORT PROCESSING
                    <6>  REPORT REQUEST MENU
                    <7>  NOTIFICATIONS




                    ASAP ID _____
   ORGANIZATION ACCESS CODE                    ENTER SELECTION NUMBER: 2
                                               PRESS ENTER
          F2=EXIT
```

STEP 1: RESULT

The Inquiry Menu appears.

```
SP100A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                            INQUIRY MENU                      HH:MM:SS
08/02/2000 T
                   <1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                   <2>  ACCOUNT BALANCE INQUIRY PROMPT
                   <3>  ACCOUNT STATEMENT INQUIRY PROMPT
                   <4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                   <5>  ACCOUNT PROFILE INQUIRY
                   <6>  FEDERAL PROGRAM AGENCY INQUIRY
                   <7>  PAYMENT REQUESTOR INQUIRY
                   <8>  RECIPIENT ORGANIZATION INQUIRY
                   <9>  CFDA INQUIRY
                   <10>  ALC INQUIRY
                   <11>  RETURNED PAYMENT INQUIRY PROMPT
                   <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                   <13>   INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                   <14> SUPER USER INQUIRY
                   <15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

STEP 2: ACTION
(Example 1)

From the Inquiry Menu, select option 15 for the Voice Response Account Number Inquiry
prompt.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP100AO                        INQUIRY MENU                         HH:MM:SS
08/02/2000 T


                    <1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                    <2>  ACCOUNT BALANCE INQUIRY PROMPT
                    <3>  ACCOUNT STATEMENT INQUIRY PROMPT
                    <4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                    <5>  ACCOUNT PROFILE INQUIRY
                    <6>  FEDERAL PROGRAM AGENCY INQUIRY
                    <7>  PAYMENT REQUESTOR INQUIRY
                    <8>  RECIPIENT ORGANIZATION INQUIRY
                    <9>  CFDA INQUIRY
                    <10> ALC INQUIRY
                    <11> RETURNED PAYMENT INQUIRY PROMPT
                    <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                    <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                    <14> SUPER USER INQUIRY
                    <15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT



                                       ENTER SELECTION NUMBER:15
                                        PRESS ENTER
                 F2=EXIT    F5=MAIN
```

STEP 3: ACTION

(Example 2)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region and press Enter, you will be presented all the recipients associated with this **ALC only**.

```
 SP575A       AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
 SP575AO        VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
 02/08/2001 T



 Enter:


        AGENCY LOCATION CODE/REGION: 12350001/03   SHORT NAME:


        RECIPIENT ID:                              SHORT NAME:


        REQUESTOR ID:  _____                    SHORT NAME:


        VOICE RESPONSE ACCOUNT NUMBER:  _____


              F4=MENU F5=MAIN

```

STEP 3: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all recipients for **ALC** entered. F3=PRMT for the next search.

```
 SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        02/08/01
 SP577AO             VOICE RESPONSE ACCOUNT NUMBER LIST             13:41:32
 02/08/2001 T
                                                   SCREEN:   1 OF   1
 AGENCY LOCATION CODE/REGION: 12350001/03          SHORT NAME: US MONEY

 VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER    DETAIL ACCOUNT NUMBER
  NUMBER       ID
 001961    0166277     663S2513
 001962    0166277     663S2514
 001963    0166277     663S2515
 001964    0166277     663S2518
 002664    1207337     663W1003
 002665    1207337     663W1006
 002666    1207337     663W1011
 002667    1207337     763W1003
 002668    1207337     763W1006

       F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.

```

STEP 4: ACTION
(Example 3)

If you logged on as a Federal Agency, Enter the Recipient ID and press Enter for the ALC/Recipient ID Search.

```
 SP575A       AUTOMATED STANDARD APPLICATION FOR PAYMENTS         02/08/01
 SP575AO       VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
 02/08/2001 T



  ENTER:



        AGENCY LOCATION CODE/REGION: 11000001/02  SHORT NAME:


        RECIPIENT ID:0101111                       SHORT NAME:



        REQUESTOR ID:  _____                     SHORT NAME:



        VOICE RESPONSE ACCOUNT NUMBER:  _____



              F4=MENU F5=MAIN

```

STEP 4: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all accounts for the recipient and ALC entered. F3=PRMT for the next search.

```
 SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS       02/08/01
 SP577AO             VOICE RESPONSE ACCOUNT NUMBER LIST            13:41:32
 02/08/2001 T
                                              SCREEN:   1 OF   1
 AGENCY LOCATION CODE/REGION: 11000001/02        SHORT NAME: US MONEY

 VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER    DETAIL ACCOUNT NUMBER
  NUMBER       ID
  002401   0101111     666S6007
  002402   0101111     666S6009



       F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.

```

STEP 5: ACTION
(Example 4)

If you logged on as a Federal Agency, Enter the Payment Requestor ID and press Enter for the
ALC/Requestor ID Search.

```
 SP575A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         02/08/01
 SP575AO           VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
 02/08/2001 T

 ENTER:

        AGENCY LOCATION CODE/REGION:12350001/09      SHORT NAME:

        RECIPIENT ID:_____                  SHORT NAME:

        REQUESTOR ID: 4203744                 SHORT NAME:

        VOICE RESPONSE ACCOUNT NUMBER:  _____

               F4=MENU F5=MAIN
```

STEP 5: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all recipients and
accounts for the **Payment Requestor and ALC** entered. F3=PRMT for the next search.

```
 SP577A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         05/03/01
 SP577AO              VOICE RESPONSE ACCOUNT NUMBER LIST               09:43:07
 05/03/2001 T
                                                    SCREEN:  1 OF  1
 AGENCY LOCATION CODE/REGION: 12350001 / 09    SHORT NAME: FRB-AMA

 VRS ACCT    RECIPIENT   ASAP ACCOUNT NUMBER    DETAIL ACCOUNT NUMBER
  NUMBER       ID
  002344     1207337     00800312S6008
  002587     1207337     TST00312
  002345     3560931     00801535S6008
  002346     3560931     008015359S6008




      F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 6: ACTION
(Example 5)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region. Enter your Requestor ID and the Recipient ID and press Enter for the **ALC/Region, Recipient Organization ID and Payment Requestor ID Search.**

```
SP575A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO           VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT         13:31:07
02/08/2001 T

ENTER:

      AGENCY LOCATION CODE/REGION: 12350001/01    SHORT NAME: FLFPA07

      RECIPIENT ID: 0900663                       SHORT NAME:

      REQUESTOR ID: 4203744                       SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER:  _____




            F4=MENU F5=MAIN

```

STEP 6: RESULT

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region, Recipient Organization ID and Payment Requestor ID for the search**
Entered. F3=PRMT for the next search. **Note:** Each ASAP Account Number and Detail Account Number has a unique VRS Account number.

```
SP577A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/13/01
 SP577AO                VOICE RESPONSE ACCOUNT NUMBER LIST             11:37:48
 02/13/2001 T
                                                      SCREEN:  1 OF   3
 AGENCY LOCATION CODE/REGION: 12350001/03   SHORT NAME: FLFPA07

 VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER      DETAIL ACCOUNT NUMBER
  NUMBER       ID
  002349    4210061     CTRL10
  002350    4210061     CTRL10                    CTRL10-AD1
  002351    4210061     CTRL10                    CTRL10-AD2
  002352    4210061     CTRL10                    CTRL10-AD3
  002353    4210061     CTRL11
  002354    4210061     CTRL11                    CTRL11-AD1
  002355    4210061     CTRL11                    CTRL11-AD2
  002356    4210061     CTRL11                    CTRL11-AD3
  002357    4210061     CTRL12
  002358    4210061     CTRL12                    CTRL12-AD1


      F3=PRMT F4=MENU F5=MAIN                 F8=PGDN
```

STEP 7: ACTION
(Example 6)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region.   Enter the VRS
Account Number and press Enter.

```
SP575A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO           VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT         13:31:07
02/08/2001 T

ENTER:


      AGENCY LOCATION CODE/REGION:1235001 / 03     SHORT NAME:

      RECIPIENT ID:_____                       SHORT NAME:

      REQUESTOR ID:                               SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: 002001



           F4=MENU F5=MAIN
```

STEP 7: RESULT

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region and
the VRS Account Number** for the search Entered.

```
SP577A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/01
 SP577AO               VOICE RESPONSE ACCOUNT NUMBER LIST              10:29:53
 05/03/2001 T


                                              SCREEN:  1 OF   1
 AGENCY LOCATION CODE/REGION: 12350001 / 03    SHORT NAME: FCSSERO

 VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER     DETAIL ACCOUNT NUMBER
  NUMBER       ID
  002000   1386386     883N1020







       F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

SECTION 5.8

FEDERAL PROGRAM AGENCY INQUIRY

This feature allows you to view a Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code** (ALC) consisting of 8 digits and a 2 digit Region Code, if applicable. To view the profile for an agency, type the ALC/Region in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Federal Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

<   **FPA Active Flag** - indicates whether the Federal Agency is "active", or able to perform functions in ASAP. "Y" indicates that the Federal Agency is active, and "N" indicates that the Federal Agency is inactive.

<   **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (ie. Mainframe or Fedline terminal).

<   **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.

<   **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either "P" for Paper, "F" for fax or "B" for bulkdata. If "F" for fax is selected, a primary and secondary fax number should be listed.

<   **Mainframe Indicator** - indicates whether the FPA has a mainframe connection to the ASAP system.

<   **Allow Global Accounts (Y/N) -** indicates whether the FPA has authority to establish

global accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Federal Agency profile inquiry feature.

One example is provided in this section. Review the following example.

EXAMPLE

Use the Federal Agency Inquiry feature to view a profile.

                <   One Agency Location Code

STEP 1: ACTION

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Agency Inquiry screen. Enter the Agency Location Code/Region as shown below and press Enter.

```
 SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/04/00
 SP305AO              FEDERAL PROGRAM AGENCY INQUIRY                 14:41:42
 08/04/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __
 FULL NAME:                                       SHORT NAME:
 ADDRESS LINE 1:                          PSEUDO ABA:

 ADDRESS LINE 2:                          MAINFRAME DELIVERY:
 ADDRESS LINE 3:                          ALLOW GLOBAL ACCTS (Y/N):
 CITY:                    STATE:      ZIP CODE:      -
 COUNTRY:
 CONTACT NAME:                            CONTACT PHONE: (     )    -
 PAYMENT WAREHOUSE IND:                   CONTACT EXTENSION:
 REPORT DELIVERY METHOD:  PAYMENT REPORT:    AUTHORIZATION:     ACCOUNT:
         PRIMARY FAX: (     )    -       SECONDARY FAX: (     )    -
 FPA CERTIFYING OFFICIAL:
 FPA CERTIFYING OFFICIAL TITLE:
 FPA CERTIFYING OFFICIAL PHONE: (    )    -        EXTENSION:
 FPA ACTIVE FLAG:
             F4=MENU F5=MAIN
```

STEP 1: RESULT

The following Federal Agency information appears.

```
 SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/04/00
 SP305AO              FEDERAL PROGRAM AGENCY INQUIRY                 14:50:09
 08/04/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __
 FULL NAME: DEPARTMENT OF THE MONEY                SHORT NAME: US MONEY

 ADDRESS LINE 1: 101 14TH STREET                   PSEUDO ABA: 750100001
 ADDRESS LINE 2:                          MAINFRAME DELIVERY: Y
 ADDRESS LINE 3:                          ALLOW GLOBAL ACCTS (Y/N):  N
 CITY: WASHINGTON          STATE: DC     ZIP CODE: 12345 -
 COUNTRY:
 CONTACT NAME: JILL JOHNS                 CONTACT PHONE: ( 202 ) 674 - 5555
 PAYMENT WAREHOUSE IND: Y                 CONTACT EXTENSION:
 REPORT DELIVERY METHOD:  PAYMENT REPORT: B  AUTHORIZATION: B    ACCOUNT: B
         PRIMARY FAX: (     )    -       SECONDARY FAX: (     )    -
 FPA CERTIFYING OFFICIAL:  JILL JOHNS
 FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
 FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555    EXTENSION:
 FPA ACTIVE FLAG: Y
             F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/04/00
SP305AO              FEDERAL PROGRAM AGENCY INQUIRY                  14:50:09
08/04/2000    T


AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                    SHORT NAME: US MONEY

ADDRESS LINE 1: 101 14TH STREET                       PSEUDO ABA: 750100001
ADDRESS LINE 2:                              MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                              ALLOW GLOBAL ACCTS (Y/N):  N
CITY: WASHINGTON              STATE: DC    ZIP CODE: 12345 -
COUNTRY:
CONTACT NAME: JILL JOHNS                    CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                    CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT: B  AUTHORIZATION: B    ACCOUNT: B
          PRIMARY FAX: (      )     -     SECONDARY FAX: (      )     -
FPA CERTIFYING OFFICIAL: JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555      EXTENSION:
FPA ACTIVE FLAG: Y
              F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         09/30/00
SP100AO                    INQUIRY MENU                             14:58:44
08/04/2000    T




          < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
          < 2>  ACCOUNT BALANCE INQUIRY PROMPT
          < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
          < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
          < 5>  ACCOUNT PROFILE INQUIRY
          < 6>  FEDERAL PROGRAM AGENCY INQUIRY
          < 7>  PAYMENT REQUESTOR INQUIRY
          < 8>  RECIPIENT ORGANIZATION INQUIRY
          < 9>  CFDA INQUIRY
          <10>  ALC INQUIRY
          <11>  RETURNED PAYMENT INQUIRY PROMPT
          <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
          <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
          <14>  SUPER USER INQUIRY
          <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.9

PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

Other information on the Payment Requestor Profile includes:

<   Recipient Org (Y/N) - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.

<   VRS Indicator - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
         Y for Yes - this Requestor uses the Voice Response System
         N for No - this Requestor does not use the Voice Response System
         B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed below:

< **ACH DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.

< **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.

< **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a (**D**) demand (checking) account or (**S**) savings account.

< **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor

< **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.

< **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.

< **FDS DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.

< **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.

> **!** Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.

< **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor

< **PR Active Flag** - indicates whether the Payment Requestor is "active", or able to perform functions in ASAP. "Y" indicates that the Payment Requestor is active, and "N" indicates that the Payment Requestor is inactive.

< **Multiple Bank Relationships -** if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have

multiple bank relationships, F8 will not be displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

EXAMPLE ONE

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor
organization with one bank relationship.

<   One Requestor ID

STEP 1: ACTION

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor
Inquiry screen. If the Requestor ID is not displayed in the Requestor ID field, fill in the field as
shown below.   Press Enter to complete the inquiry.

```
 SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                17:00:06
 08/02/2000      T


 REQUESTOR ID: 0101234  ORGANIZATION TYPE:                                     |
 FULL NAME:                                       SHORT NAME:
 ADDRESS LINE 1:                                  TIN:
 ADDRESS LINE 2:                                  DUNS:
 ADDRESS LINE 3:                                   RECIPIENT ORG (Y/N):
   CITY:                        STATE:     ZIP:       -    VRS IND (Y, N, B):
     COUNTRY:                                EFFECTIVE DATE(MM/DD/CCYY):    /    /

 E-MAIL ADDRESS:
 CONTACT NAME:                                  CONTACT PHONE: (     )     -
 CERTIFYING OFFICIAL:                                CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )     -       EXTENSION:
 ACH - DFI ABA NO:          BK ACCT NO:                       ACCT TYPE:
      ACCT TITLE:
 FDS - DFI ABA NO:          BK ACCT NO:
      ACCT TITLE:                             FURTHER CREDIT ABA:
 PR ACTIVE FLAG:
                 F4=MENU F5=MAIN
```

STEP 1: RESULT

The Payment Requestor profile information will appear. You may remain on this screen and
proceed directly to the next example.

```
 SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                17:01:01
 08/02/2000      T


 REQUESTOR ID: 0101234  ORGANIZATION TYPE: U       UNIVERSITY
 FULL NAME: GRAY UNIVERSITY                       SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                  TIN:
 ADDRESS LINE 2:                                  DUNS:
 ADDRESS LINE 3:                                   RECIPIENT ORG (Y/N): y
   CITY: ALBANY                     STATE: NY  ZIP: 12345 -   VRS IND (Y, N,
 B):N     COUNTRY:                        EFFECTIVE DATE(MM/DD/CCYY): 05 / 25
 / 2000
 E-MAIL ADDRESS:
 CONTACT NAME: AMY ADAMS                        CONTACT PHONE: ( 502 ) 235 - 4689
 CERTIFYING OFFICIAL: BOB SMITH                      CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 50900087422        ACCT TYPE: D
      ACCT TITLE: GRANT FUND
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 50900087422
      ACCT TITLE: GRANT FUND             FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
                 F4=MENU F5=MAIN
```

EXAMPLE TWO

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization that has more than one banking relationship.

<   One Requestor ID

STEP 1: ACTION

If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below.
Press Enter to complete the inquiry.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                   17:00:06
 08/02/2000       T


 REQUESTOR ID: 0104321   ORGANIZATION TYPE:
 FULL NAME:                                       SHORT NAME:
 ADDRESS LINE 1:                                  TIN:
 ADDRESS LINE 2:                                  DUNS:
 ADDRESS LINE 3:                                    RECIPIENT ORG (Y/N):
   CITY:                       STATE:     ZIP:       -    VRS IND (Y, N, B):
    COUNTRY:                                EFFECTIVE DATE(MM/DD/CCYY):    /    /

 E-MAIL ADDRESS:
 CONTACT NAME:                                    CONTACT PHONE: (     )     -
 CERTIFYING OFFICIAL:                                 CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )     -         EXTENSION:
 ACH - DFI ABA NO:          BK ACCT NO:                       ACCT TYPE:
      ACCT TITLE:
 FDS - DFI ABA NO:          BK ACCT NO:
      ACCT TITLE:                              FURTHER CREDIT ABA:
 PR ACTIVE FLAG:
               F4=MENU F5=MAIN
```

STEP 1: RESULT

The Payment Requestor profile information will appear. Multiple bank relationships exist for
this Payment Requestor, so the F8=PGDN function key is available.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                   17:01:01
 08/02/2000       T


 REQUESTOR ID: 0104321  ORGANIZATION TYPE: U      UNIVERSITY
 FULL NAME: GREEN UNIVERSITY                       SHORT NAME: GREEN U
 ADDRESS LINE 1: 111 MAIN ST.                      TIN:
 ADDRESS LINE 2:                                   DUNS:
 ADDRESS LINE 3:                                     RECIPIENT ORG (Y/N): Y
   CITY:                       STATE:     ZIP:       -    VRS IND (Y, N, B): N
    COUNTRY:                                EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 /
 2000
 E-MAIL ADDRESS:
 CONTACT NAME: JACK JONES                          CONTACT PHONE: ( 502 ) 999 - 1234
 CERTIFYING OFFICIAL: JANE SMITH                       CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422          ACCT TYPE: D
      ACCT TITLE: GENERAL ACCOUNT
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422
      ACCT TITLE: GENERAL ACCOUNT              FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
               F4=MENU F5=MAIN
```

STEP 2:   ACTION

Press F8=PGDN to Inquire on the Multiple Banking Relationships.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                     PAYMENT REQUESTOR INQUIRY                   17:01:01
 08/02/2000     T


 REQUESTOR ID: 0104321  ORGANIZATION TYPE: U     UNIVERSITY
 FULL NAME: GREEN UNIVERSITY                       SHORT NAME: GREEN U
 ADDRESS LINE 1: 111 MAIN ST.                      TIN:
 ADDRESS LINE 2:                                   DUNS:
 ADDRESS LINE 3:                          RECIPIENT ORG (Y/N): Y
   CITY:                    STATE:    ZIP:      -    VRS IND (Y, N, B): N
    COUNTRY:                            EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 /
 2000
 E-MAIL ADDRESS:
 CONTACT NAME: JACK JONES                    CONTACT PHONE: ( 502 ) 999 – 1234
 CERTIFYING OFFICIAL: JANE SMITH                       CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 999 – 4321    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422        ACCT TYPE: D
       ACCT TITLE: GENERAL ACCOUNT
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422
       ACCT TITLE: GENERAL ACCOUNT              FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y


              F4=MENU F5=MAIN                    F8=PGDN
```

STEP 2: RESULT

The following screen appears, allowing you to view the additional banking relationships for the specified payment requestor. You may use F7=PGUP to return to the first page of the profile.

```
 SP310C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310CO                   MULTIPLE BANKING RELATIONSHIPS                17:01:01
 08/02/2000     T


 REQUESTOR ID: 0104321  FULL NAME: GREEN UNIVERSITY
 2ND BANKING RELATIONSHIP:
   ACH- DFI ABA NO: 051402518     BK ACCT NO: 57798065541       ACCT TYPE: D
        ACCT TITLE: MEAL TICKETS
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
 3RD BANKING RELATIONSHIP:
   ACH- DFI ABA NO:              BK ACCT NO:                    ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
 4TH BANKING RELATIONSHIP:
   ACH- DFI ABA NO:              BK ACCT NO:                    ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
              F4=MENU F5=MAIN                     F7=PGUP
```

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
 SP310C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310CO                    MULTIPLE BANKING RELATIONSHIPS            17:01:01
 08/02/2000     T


 REQUESTOR ID: 0104321  FULL NAME: GREEN UNIVERSITY
 2ND BANKING RELATIONSHIP:
   ACH- DFI ABA NO: 051402518     BK ACCT NO: 57798065541      ACCT TYPE: D
        ACCT TITLE: MEAL TICKETS
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
 3RD BANKING RELATIONSHIP:
   ACH- DFI ABA NO:               BK ACCT NO:                  ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
 4TH BANKING RELATIONSHIP:
   ACH- DFI ABA NO:               BK ACCT NO:                  ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                             FURTHER CREDIT ABA:
              F4=MENU F5=MAIN                   F7=PGUP
```

STEP 3: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                          INQUIRY MENU                        17:02:18
 08/02/2000     T



              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>   VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.10

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s). If you are a Payment Requestor organization, you will only be able to view those profile(s) for which your organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP.   To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name**, **address**, **contact personnel,** and **certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

<   **Organization Type** - indicates the type of recipient organization being profiled. "SA" indicates a State Agency; "I", an Indian Tribal Organization; "U", an University; "FP", a for profit organization, "NP", a non-profit organization and "O" stands for other.

<   **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.

<   **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:
            Y for Yes - this Recipient uses the Voice Response System
            N for No - this Recipient does not use the Voice Response System
            B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

<   **RO Active Flag** - indicates whether the Recipient Organization is designated as "active,"

or able to perform functions in ASAP. "Y" indicates that the Recipient Organization is active, and "N" indicates that the Recipient Organization is inactive.

< **TIN** - the Taxpayer Identification Number for the Recipient Organization.

< **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Recipient Organization profiles.

Review the following example.

EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile for a Recipient Organization.

< One Recipient ID

STEP 1: ACTION

After selecting menu option 8 from the Inquiry Menu, you will see the Recipient Organization
Inquiry screen. Enter the RECIPIENT ID and press Enter.

```
 SP315A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP315AO                   RECIPIENT ORGANIZATION INQUIRY               10:19:46
 08/02/2000     T


 RECIPIENT ID: 0101111  ORGANIZATION TYPE:

 FULL NAME:                                          SHORT NAME:
 ADDRESS LINE 1:                                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                      REQUESTOR (Y/N):

 CITY:                  STATE:      ZIP CODE:     -      VRS IND (Y,N,B):

 COUNTRY:
 E-MAIL ADDRESS:
 CONTACT NAME:                             CONTACT PHONE: (     )     -
                                          CONTACT EXTENSION:
 CERTIFYING OFFICIAL:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )    -        EXTENSION:

 RO ACTIVE FLAG:
               F4=MENU F5=MAIN
```

STEP 1: RESULT

The Recipient Organization profile information will appear.

```
 SP315A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP315AO                   RECIPIENT ORGANIZATION INQUIRY               10:20:44
 08/03/2000     T

 RECIPIENT ID: 0101111  ORGANIZATION TYPE: U UNIVERSITY

 FULL NAME: GRAY UNIVERSITY                          SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                     REQUESTOR (Y/N): Y
 CITY: ALBANY                 STATE: NY   ZIP CODE: 12345 -     VRS IND (Y,N,B): N

 COUNTRY:
 E-MAIL ADDRESS:
 CONTACT NAME: BARBARA SMITH                CONTACT PHONE: ( 503 ) 295 - 8746
                                           CONTACT EXTENSION:
 CERTIFYING OFFICIAL: MICHELLE JONES
 CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
 CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747    EXTENSION:

 RO ACTIVE FLAG: Y
               F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
 SP315A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP315AO               RECIPIENT ORGANIZATION INQUIRY                10:20:44
 08/03/2000      T


 RECIPIENT ID: 0101111  ORGANIZATION TYPE: U UNIVERSITY

 FULL NAME: GRAY UNIVERSITY                          SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                     REQUESTOR (Y/N): Y
   CITY: ALBANY           STATE: NY    ZIP CODE: 12345 -    VRS IND (Y,N,B):
 N   COUNTRY:

 E-MAIL ADDRESS:
 CONTACT NAME: BARBARA SMITH               CONTACT PHONE: ( 503 ) 295 - 8746
                                           CONTACT EXTENSION:
 CERTIFYING OFFICIAL: MICHELLE JONES
 CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
 CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747    EXTENSION:

 RO ACTIVE FLAG: Y
                 F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Inquiry Menu appears allowing for selection of another Inquiry option.

```
 SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                      INQUIRY MENU                           10:23:07
 08/03/2000      T



            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
            < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
            < 5>  ACCOUNT PROFILE INQUIRY
            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
            < 7>  PAYMENT REQUESTOR INQUIRY
            < 8>  RECIPIENT ORGANIZATION INQUIRY
            < 9>  CFDA INQUIRY
            <10>  ALC INQUIRY
            <11>  RETURNED PAYMENT INQUIRY PROMPT
            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
            <14>  SUPER USER INQUIRY
            <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.11

BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs and, if applicable, Account Detail IDs, affected by the adjustment, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

< **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of "**REF NUM**.")

< **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the "Adjustment Date To" field blank, it will default to the same date as the "Adjustment Date From," making your date range equal to that 1 day only. If entered, the "Adjustment Date To" cannot be greater than the current cycle date.

< **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

> **Date** - the date the transaction was posted.

> **Terminal ID** - the PC connection or user ID that initiated the adjustment.

> **Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.

< **S** - An abbreviation for "Select" on the summary screen. Typing an "S" in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.

<   **Date** and **Time** - Displayed on the summary screen, the date and time the adjustment was made.

<   **NBR ITM** -An abbreviation for "Number of Items" on the summary screen. This field displays how many increase/decrease items make up the adjustment.

<   **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as "Adjstmnt Total" on the detail screen.

<   **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as "Adjstmnt Initiator" on the detail screen.

<   **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.

<   **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.

<   **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.

<   **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

Review the following example.

EXAMPLE

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

<   Agency Location Code

<   Recipient ID

<   Date Range

STEP 1: ACTION

After selecting menu option 12 from the Inquiry Menu, you will see the Book Entry Adjustment
Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

```
 SP170A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
 SP170AO              BOOK ENTRY ADJUSTMENT INQUIRY PROMPT             10:37:08
 08/03/2000      T




        REQUESTOR ID:  0101234                       SHORT NAME:  GRAY U

        ADJUSTMENT REFERENCE NUMBER:  _____

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

        RECIPIENT ID:  0101111                        SHORT NAME:

        ADJUSTMENT DATES FROM:  08 / 02 / 2000   TO:  08 / 03 / 2000


              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears, with the Summary Book Entry Adjustment information for criteria
specified on the prompt screen.

```
 SP175A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
 SP175AO             BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY            10:38:35
 08/03/2000      T

 REQUESTOR ID: 0101234                       SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER:
 RECIPIENT ID: 0101111                       SHORT NAME:  GRAY U
                     ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000

                                                    NBR
 ADJUSTMENT
  S       DATE         TIME     REF NUM            ITM           TOTAL


  _    08/03/2000   10:36:39  ADJUSTMENT 1          02        $1,000.00




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

STEP 2: ACTION

Type the letter S in the select field and press Enter.

```
 SP175A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/03/00
 SP175AO             BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY             10:38:35
 08/03/2000     T


 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY


 ADJUSTMENT REFERENCE NUMBER:
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
                       ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000
                                                     NBR          ADJUSTMENT
     S            DATE      TIME     REF NUM         ITM              TOTAL


     S         08/03/2000 10:36:39  ADJUSTMENT 1     02           $1,000.00     |



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

STEP 2: RESULT

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

```
 SP180A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/03/00
 SP180AO             BOOK ENTRY ADJUSTMENT DETAIL INQUIRY              10:41:19
 08/03/2000     T


 REQUESTOR ID: 0101234                       SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY


 ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1     ADJSTMNT INITIATOR: E1XXX0#
                                               ADJSTMNT TOTAL:       $1,000.00
 ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.


 ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001
  RECIPIENT                              DECREASE AVAIL    INCREASE AVAIL ITM
    ID       ACCOUNT ID                  BAL. BY AMOUNT    BAL. BY AMOUNT  #
  0101111  F1R10001                          $1,000.00                    01
           ACCOUNT DETAIL 1                    $500.00
           ACCOUNT DETAIL 2                    $500.00
  0101111  F1R10003                                          $1,000.00  02


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

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP180A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/03/00
 SP180AO                BOOK ENTRY ADJUSTMENT DETAIL INQUIRY            10:41:19
 08/03/2000     T

 REQUESTOR ID: 0101234                       SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1    ADJSTMNT INITIATOR: E1XXX0#
                                              ADJSTMNT TOTAL:      $1,000.00
 ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.


 ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001
  RECIPIENT                                DECREASE AVAIL    INCREASE AVAIL ITM
    ID       ACCOUNT ID                    BAL. BY AMOUNT    BAL. BY AMOUNT  #
  0101111  F1R10001                          $1,000.00                      01
           ACCOUNT DETAIL 1                    $500.00
           ACCOUNT DETAIL 2                    $500.00
  0101111  F1R10003                                          $1,000.00  02




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

STEP 3: RESULT

The Inquiry Menu is displayed.

```
  SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
  SP100AO                          INQUIRY MENU                         10:23:07
  08/03/2000     T


              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


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

SECTION 5.12

SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

- C Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.

- C Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.

- C State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name**, **address**, **contact personnel** and **certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Super User Profiles. Review the following example.

EXAMPLE

Use the Super User Inquiry feature to view the profile of a State Super User.

STEP 1: ACTION

After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry
screen. To inquire on a State Super User, type in the 2-character state code and press Enter

```
SP304A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/03/00
SP304AO                      SUPER USER INQUIRY                     13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:                        STATE:        ZIP CODE:        -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME:                              CONTACT PHONE: (      )     -
                                          CONTACT EXTENSION:
CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (      )      -          EXTENSION:



          F4=MENU F5=MAIN
```

STEP 1: RESULT

The State Super User profile information is displayed.

```
SP304A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/03/00
SP304AO                      SUPER USER INQUIRY                     13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
   ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                     STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                   CONTACT PHONE: ( 999 ) 999 - 9999
                                          CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999     EXTENSION:



          F4=MENU F5=MAIN
```

STEP 2: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP304A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
SP304AO                       SUPER USER INQUIRY                     13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                        STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                       CONTACT PHONE: ( 999 ) 999 - 9999
                                              CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:



          F4=MENU F5=MAIN
```

STEP 2: RESULT

The Main Menu is displayed.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/03/00
 SP010AO                          MAIN MENU                            10:42:46
 08/03/2000     T




            <1>  PAYMENT REQUEST PROCESSING
            <2>  INQUIRY MENU
            <3>  FEDERAL AGENCY FUNCTIONS MENU
            <4>  RFC FUNCTIONS MENU
            <5>  FRB SUPPORT PROCESSING
            <6>  REPORT REQUEST MENU
            <7>  NOTIFICATIONS


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

CHAPTER 6:

NOTIFICATIONS

PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message that a Payment Requestor receives on the Payment Request Processing menu.

```
 SP020A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP020AO                    PAYMENT REQUEST PROCESSING                 HH:MM:SS
 08/02/2000 T



                <1>  TEMPLATE PAYMENT REQUEST PROMPT

                <2>  MASTER PAYMENT REQUEST PROMPT

                <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

                <4>  BOOK ENTRY ADJUSTMENT PROMPT

                <5>  PAYMENT CANCELLATION PROMPT

                <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                     ENTER SELECTION NUMBER: _
                                     PRESS ENTER

      F2=EXIT              F5=MAIN
 IO110   YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES.
```

LIST OF NOTIFICATIONS

The following table shows the current list of notifications that a Federal Agency, a Recipient Organization, and a Payment Requestor may receive.

			Online Notifications
Msg ID	Message Receivers	Short Name	Message Text
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0004	Agencies	FILE REJ	THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER @DATE @FILE REJECT REASON: @RESN
0005	Agencies	ACCT REJ	THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN @DATE @FILE @FPA RECIPIENT ID ACCOUNT ID CHANGE TYPE @ROID @ACCT @ACTN REJECT REASON: @RESN
0006	Agencies	AUTH REJ	THE FOLLOWING BATCH AUTHORIZATION TRANSACTION HAS BEEN REJECTED BY THE ASAP

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
			TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER AUTH EFF. DATE @DATE @FILE @EFDT FPA/RGN RECIPIENT ID ACCOUNT ID INCR/DECR @FPA @ROID @ACCT @INDC AUTHORIZATION AMOUNT: @AUAM REJECT REASON: @RESN

0007	Agencies Requestors	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY ACH. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:
			
			 FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			   @FPA @ROID @ACCT
			
			 REQUEST DATE REQUEST AMOUNT REJECT DATE
			
			   @RQDT @AMT @DATE

0008	Agencies Requestors Recipients	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY FUNDS. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:
			
			 FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			   @FPA @ROID @ACCT
			
			 REQUEST DATE REQUEST AMOUNT REJECT DATE
			
			   @RQDT @AMT @DATE

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text

0009	Agencies Recipients Requestors	RET CLASFD	A RETURNED PAYMENT HAS BEEN CLASSIFIED TO THE FOLLOWING ACCOUNT:
			
			FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			  @FPA @ROID @ACCT
			
			CLASSIFIED AMOUNT CLASSIFIED DATE
			
			  @AMT @DATE
			
			THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN INCREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

0010	Agencies Recipients Requestors	RET RECLS	A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:
			
			FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			  @FPA @ROID @ACCT
			
			RECLASSIFIED AMOUNT RECLASSIFIED DATE
			
			  @AMT @DATE
			
			THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

0011	Agencies	PMT REV	PAYMENT REQUEST(S) DATED @RQDT AGAINST YOUR AGENCY"S ACCOUNT(S) ARE AWAITING AGENCY REVIEW.

		Online Notifications	
Msg ID	Message Receivers	Short Name	Message Text
0012	Requestors	NEW AGNCY	THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR YOUR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP: AGENCY LOCATION CODE/REGION: @FPA AGENCY NAME: @NAME
0013	Requestors Recipients	NEW ACCT	NEW ACCOUNT(S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY @FPA .

0014	Requestors Recipients	CHG ACCT	FEDERAL AGENCY @FPA HAS MADE CHANGES TO THE FOLLOWING ACCOUNT:
			
			  RECIPIENT ID ACCOUNT ID
			
			   @ROID @ACCT
			
			YOU MAY USE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE ACCOUNT.

0015	Requestors Recipients	AUTH CERT	FEDERAL AGENCY @FPA HAS CERTIFIED AN AUTHORIZATION TO THE FOLLOWING ACCOUNT:
			
			  RECIPIENT ID ACCOUNT ID
			
			   @ROID @ACCT
			
			EFFECTIVE INCREASE/ AUTHORIZATION
			 DATE DECREASE AMOUNT
			
			 @DATE @ACTN @AMT
			
			YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE AUTHORIZATION.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0016	Requestors Recipients	PMT REVIEW	FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE : REQUEST DATE #ITEMS REQUEST AMOUNT ACTION @RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.
0017	Requestors Recipients	PMT CANNED	FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST: REQUEST SETTLEMENT REQUEST DATE DATE AMOUNT @RQDT @STDT @AMT IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.
0018	Requestors Recipients	AGNCY REV	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0019	Requestors Recipients	RO REVIEW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0020	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

		Online Notifications	
Msg ID	Message Receivers	Short Name	Message Text
0021	Requestors Recipients	AGNCY REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0022	Requestors Recipients	ROID REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0023	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text

0024	Requestors Recipients	ACCT DET	ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT:
			
			FEDERAL PROGRAM AGENCY:
			    @FPA
			
			RECIPIENT ID:
			    @ROID
			
			ACCOUNT ID:
			    @ACCT
			
			YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

0025	Agencies	DET REJ	THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN CHANGE TYPE @DATE @FILE @FPA @ACTN RECIPIENT ID ACCOUNT ID ACCOUNT DETAIL ID @ROID @ACCT @ACDL REJECT REASON: @RESN
0026	Requestors Recipients	MAX DRAW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0027	Requestors Recipients	AUTH XFER	THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE. YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.

GUIDE TO EXAMPLE

6- 12

In this section, users will learn how to use the Notification feature. Review the following example.

STEP 1: ACTION

On the Main Menu, type 7 for Notifications and press Enter.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP010AO                            MAIN MENU                          HH:MM:SS
 08/31/2000 T


              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS


                 ASAP ID _____
 ORGANIZATION ACCESS CODE
                                          ENTER SELECTION NUMBER: 7
                                          PRESS ENTER
        F2=EXIT
```

STEP 1: RESULT

The Notification List appears.

```
 SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP265AO                        NOTIFICATION LIST                      HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                              PAGE   1  OF  1

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

 _   08/31/2000  10:46  SYSTEM       AUTH CERT

 _   08/22/2000  15:05  SYSTEM       NEW AGENCY

 _   08/10/2000  11:59  SYSTEM       NEW ACCT

 _   08/02/2000  16:24  SYSTEM       PRFL CHG

 _   08/02/2000  15:00  SYSTEM        PMT REVIEW



          F5=MAIN
```

STEP 2: ACTION

On the Notification List choose which notification you would like to view the Detail on by placing an "S" in the SELECT field and pressing ENTER.

```
 SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/00
 SP265AO                        NOTIFICATION LIST                     HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                    PAGE    1  OF  1

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

 _    08/31/2000  10:46   SYSTEM        AUTH CERT

 S   08/22/2000  15:05   SYSTEM        NEW AGENCY

 _   08/10/2000  11:59   SYSTEM        NEW ACCT

 _   08/02/2000  16:24   SYSTEM        PRFL CHG

 _   08/02/2000  15:00   SYSTEM         PMT REVIEW



          F5=MAIN
```

STEP 2: RESULT

The Notification Detail you specified appears.

```
 SP270A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/00
 SP270AO                        NOTIFICATION DETAIL                   HH:MM:SS
 08/31/2000 T


    2 OF 5 MESSAGES
 DATE SENT: 08/22/2000        SENDER LOGON: SPPM305U      SENDER ASAP ID: SYSTEM
 TIME SENT: 15:05:11                                      SHORT NAME: NEW AGENCY
 MESSAGE TEXT:

    THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP.  YOU WILL BE NOTIFIED
    BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY
    THAT WILL BE CONVERTED TO ASAP.

     AGENCY LOCATION CODE / REGION:  11000001

     AGENCY NAME: DEPARTMENT OF THE MONEY



                           F7=PREV F8=NEXT              F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 3: ACTION

To view more Notifications addressed to your organization press the F8=NEXT key to see the
next available notification.

```
 SP270A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/31/00
 SP270AO                        NOTIFICATION DETAIL                  HH:MM:SS
 08/31/2000 T


    2 OF 5 MESSAGES
 DATE SENT: 08/22/2000        SENDER LOGON: SPPM305U       SENDER ASAP ID: SYSTEM
 TIME SENT: 15:05:11                                       SHORT NAME: NEW AGENCY
 MESSAGE ID: 00012
 MESSAGE TEXT:

     THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP.  YOU WILL BE NOTIFIED
     BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY
     THAT WILL BE CONVERTED TO ASAP.

      AGENCY LOCATION CODE / REGION:  11000001

      AGENCY NAME: DEPARTMENT OF THE MONEY


                            F7=PREV F8=NEXT               F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 3: RESULT

You are then presented with Notification 3 of 5.

```
 SP270A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS       08/31/00
 SP270AO                        NOTIFICATION DETAIL                  HH:MM:SS
 08/31/2000 T


    3 OF 5 MESSAGES
 DATE SENT: 08/22/2000        SENDER LOGON: SPPM065U       SENDER ASAP ID: SYSTEM
 TIME SENT: 11:59:11                                       SHORT NAME: NEW ACCOUNT
 MESSAGE ID: 00013
 MESSAGE TEXT:

     NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY
     22000002/02




                            F7=PREV F8=NEXT               F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 4: ACTION

To get back to the Notification List, press F11=LIST.

```
 SP270A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP270AO                        NOTIFICATION DETAIL                    HH:MM:SS
 08/31/2000 T

     3 OF 5 MESSAGES
 DATE SENT: 08/22/2000       SENDER LOGON: SPPM065U      SENDER ASAP ID: SYSTEM
 TIME SENT: 11:59:11                                     SHORT NAME: NEW ACCOUNT
 MESSAGE ID: 00013
 MESSAGE TEXT:

     NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY
    22000002/02




                                F7=PREV F8=NEXT              F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 4: RESULT

The Notification List appears allowing for the selection of another Notification or access to the
Main Menu.

```
 SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP265AO                        NOTIFICATION LIST                      HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                    PAGE   1  OF  1

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

 _    08/31/2000  10:46  SYSTEM        AUTH CERT

 _    08/22/2000  15:05  SYSTEM        NEW AGENCY        08/31/2000 HH:MM   E1XXX01

 _    08/10/2000  11:59  SYSTEM        NEW ACCT          08/31/2000 HH:MM   E1XXX01

 _    08/02/2000  16:24  SYSTEM        PRFL CHG

 _    08/02/2000  15:00  SYSTEM         PMT REVIEW



          F5=MAIN
```

STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
SP265AO                        NOTIFICATION LIST                      HH:MM:SS
08/31/2000 T


SELECT  <S> TO READ                                     PAGE    1  OF   1

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

_   08/31/2000  10:46  SYSTEM        AUTH CERT

_   08/22/2000  15:05  SYSTEM        NEW AGENCY        08/31/2000 HH:MM   E1XXX01

_   08/10/2000  11:59  SYSTEM        NEW ACCT          08/31/2000 HH:MM   E1XXX01

_   08/02/2000  16:24  SYSTEM        PRFL CHG

_   08/02/2000  15:00  SYSTEM         PMT REVIEW



        F5=MAIN
```

STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.

```
SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
SP010AO                            MAIN MENU                          HH:MM:SS
08/31/2000 T



            <1>  PAYMENT REQUEST PROCESSING
            <2>  INQUIRY MENU
            <3>  FEDERAL AGENCY FUNCTIONS MENU
            <4>  RFC FUNCTIONS MENU
            <5>  FRB SUPPORT PROCESSING
            <6>  REPORT REQUEST MENU
            <7>  NOTIFICATIONS


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

CHAPTER 7:

USER-INITIATED

REPORTS

PURPOSE

In this chapter, you will learn how to request each of three reports via the on-line ASAP system.

OVERVIEW

There are three reports which you may request via on-line screens in the ASAP system for fax delivery to your organization within 24 hours.

<   The **Account Settlement Report** provides historical account activity information on individual ASAP accounts for a date range of any length.

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

<   The **Cash Management Report** provides summary information sorted by ALC/Recipient ID/CFDA or ALC/Recipient ID/Account ID up to 367 calendar days.

The other reports on the Report Request Menu - Data Retrieval and Debit Vouchers/Deposit Tickets Summary Report - are for Federal Agency use only.

A complete description of each ASAP report is provided in the following sections.

GETTING STARTED

Each of the user initiated reports is available for request through the Report Request Menu option on the ASAP Main Menu.   See the example on the following page.

ACTION:

On the Main Menu, type 6 for Report Request Menu and press Enter.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP010AO                            MAIN MENU                         HH:MM:SS
 08/02/2000 T




              <1>  PAYMENT REQUEST PROCESSING
              <2>  INQUIRY MENU
              <3>  FEDERAL AGENCY FUNCTIONS MENU
              <4>  RFC FUNCTIONS MENU
              <5>  FRB SUPPORT PROCESSING
              <6>  REPORT REQUEST MENU
              <7>  NOTIFICATIONS



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

RESULT:

The Report Request Menu appears.

```
 SP525A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP525AO                        REPORT REQUEST MENU                   HH:MM:SS
 08/02/2000 T




              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

             <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

             <5>  CASH MANAGEMENT REPORTS



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

SECTION 7.1

ACCOUNT SETTLEMENT REPORT

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account"s available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account"s history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account"s existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments,** and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

Authorization transactions are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account"s available balance in ASAP. Increased authorizations appear as **positive** amounts, and decreased authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future-dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

Payment transactions or draws are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas "negative draw" adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

Book Entry Adjustments, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry increase to the available balance of an account appears as a **positive** amount, and a book entry decrease to the available balance appears as a **negative** amount.

Interstate Authorization Transactions are used by the Unemployment Trust Fund and are discussed in a supplementary manual.

Returned Payments are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. Classified returned payments appear as **positive** amounts. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Returned payments that are reclassified INTO an account will be positive amounts and returned payments that are reclassified OUT of an account will be negative amounts.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

< **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type "all" in the field labeled **ALL** on the prompt.

< **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

< **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
> **AU** - applied authorization transactions
> **PY** - settled payment requests
> **BE** - posted book entry adjustments
> **RP** - classified returned payments
> **IT** - interstate authorization transfers

< **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

The following Example illustrates how to request an Account Settlement Report.

EXAMPLE

7 - 6

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

STEP 1: ACTION

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

```
 SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP525AO                       REPORT REQUEST MENU                     HH:MM:SS
 08/02/2000 T



                 <1>  ACCOUNT SETTLEMENT REPORT

                 <2>  ACCOUNTS WITH END DATES REPORT

                 <3>  DATA RETRIEVAL REPORT

                <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                <5>  CASH MANAGEMENT REPORTS


                                        ENTER SELECTION NUMBER: 1
                                        PRESS ENTER

        F2=EXIT             F5=MAIN
```

STEP 1: RESULT

The following screen appears.

```
 SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP530FO                     ACCOUNT SETTLEMENT REPORT                 HH:MM:SS
 08/02/2000 T
             ENTER:  AGENCY LOCATION CODE/REGION:_____/__

          AND    RECIPIENT ID: _____

          AND    ACCOUNT ID:   _____

          AND    FROM __/__/____   TO   __/__/____

           OR    ALL: ___

          AND    FAX OR BULKDATA: _ (F OR B)   FAX NUMBER: (___)___-____



           F4=MENU  F5=MAIN
```

STEP 2: ACTION

Specify the account whose activity you wish to see, along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

```
SP530F              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP530FO                    ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND    RECIPIENT ID: 0101111

             AND    ACCOUNT ID:   F1R10002_____

             AND    FROM 08/02/2000   TO   08/06/2000

              OR    ALL: ___

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


                 F4=MENU  F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.

```
SP530F              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP530FO                    ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
08/02/2000 T

           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

             AND    RECIPIENT ID: 0101111

             AND    ACCOUNT ID:   F1R10002_____

             AND    FROM 08/02/2000   TO   08/06/2000

              OR    ALL: ___

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

     THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
     TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
     TO CANCEL, TYPE "N" AND PRESS ENTER. _



                 F4=MENU  F5=MAIN
```

STEP 3: ACTION

Type Y to confirm and press Enter.

```
 SP530F              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP530FO                     ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
 08/02/2000 T

            ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

              AND    RECIPIENT ID: 0101111

              AND    ACCOUNT ID:   F1R10002_____

              AND    FROM 08/02/2000   TO   08/06/2000

               OR    ALL: ___

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

        THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
        TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
        TO CANCEL, TYPE "N" AND PRESS ENTER. Y


                  F4=MENU  F5=MAIN
```

STEP 3: RESULT

Another message now informs you that your request is accepted.

```
 SP530F              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP530FO                     ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
 08/02/2000 T

            ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

              AND    RECIPIENT ID: 0101111

              AND    ACCOUNT ID:   F1R10002_____

              AND    FROM 08/02/2000   TO   08/06/2000

               OR    ALL: ___

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



                  F4=MENU  F5=MAIN
 I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

If you want to request more reports, either for this account, for other time periods or for other accounts and time periods, press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
 SP530F              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP530FO                    ACCOUNT SETTLEMENT REPORT                    HH:MM:SS
 08/02/2000 T

            ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

              AND   RECIPIENT ID: 0101111

              AND   ACCOUNT ID:   F1R10002_____

              AND   FROM 08/02/2000   TO   08/06/2000

               OR   ALL: ___

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

                  F4=MENU  F5=MAIN
  I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.

```
 SP525A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP525AO                     REPORT REQUEST MENU                        HH:MM:SS
 08/02/2000 T




              <1>  ACCOUNT SETTLEMENT REPORT

              <2>  ACCOUNTS WITH END DATES REPORT

              <3>  DATA RETRIEVAL REPORT

              <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

              <5>  CASH MANAGEMENT REPORTS



                                    ENTER SELECTION NUMBER:
                                    PRESS ENTER



       F2=EXIT              F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report that was requested.

```
RUN DATE: 08/02/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM:SPPQ937U
RUN TIME: 21:45:15               ACCOUNT SETTLEMENT REPORT              PAGE:   1

AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US MONEY 1
RECIPIENT ID: 0101111                       SHORT NAME: GRAY U
ACCOUNT ID: F1R10002


                    FROM:08/02/2000   TO   08/06/2000
 SETTLEMENT/
 APPLIED DATE      TRANS      AUTHORIZATIONS          DRAWS/RP/BE           BALANCE

 08/02/2000        BAL FWD                                                     0.00
 08/02/2000        AU           500,000.00                                500,000.00
 08/02/2000        PY                                  -100,000.00        400,000.00
 08/02/2000        BE                                    50,000.00        450,000.00
 08/06/2000        PY                                    -5,000.00        445,000.00
 08/06/2000        PY                                   -25,000.00        420,000.00
 08/06/2000        PY                                    -1,000.00        419,000.00
 08/06/2000        PY                                    -1,000.00        418,000.00
 08/06/2000        PY                                    -1,000.00        417,000.00
 08/06/2000        PY                                    10,000.00        427,000.00

  TOTALS:                        500,000.00            -73,000.00



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

SECTION 7.2
REPORT OF ACCOUNTS WITH END DATES

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

The Federal agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will automatically change that account"s status to Suspended when the system opens on the business day following the End Date. Payment requests and book entry adjustments may not be made against suspended accounts.

Note the distinction between an **End Date** and a **Budget Period End Date**, which also appears on the account profile. The Budget Period End Date may be used by the Federal agency to indicate the end of a time frame important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

<   **Requestor ID, Recipient ID**, **Agency Location Code/Region**- If you are logged on as a Payment Requestor, your Requestor ID will automatically appear on the prompt. These fields on the prompt screen allow you to specify a particular Payment Requestor and/or Recipient Organization to narrow the report results.

<   **From** and **To** dates - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.

<   **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

<   **Status** - On the report, indicates the account status as of the date of the report. Values are "O" for Open, "S" for Suspended, and "C" for Closed.

EXAMPLE

In this example we will request a report of Accounts with End Dates for a specified Federal Agency, Recipient Organization and date range. At the end of the example you will find a layout of the resulting report.

<   One Federal Agency

<   One Recipient

<   Specified Date Range

STEP 1: ACTION

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

```
 SP525A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP525AO                       REPORT REQUEST MENU                       HH:MM:SS
 08/02/2000 T




                  <1>  ACCOUNT SETTLEMENT REPORT

                  <2>  ACCOUNTS WITH END DATES REPORT

                  <3>  DATA RETRIEVAL REPORT

                 <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                 <5> CASH MANAGEMENT REPORTS

                                          ENTER SELECTION NUMBER: 2
                                          PRESS ENTER


        F2=EXIT              F5=MAIN
```

STEP 1: RESULT

The following screen appears.

```
 SP520A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP520AO                    ACCOUNTS WITH END DATES REPORT               HH:MM:SS
 08/02/2000 T


          ENTER:  AGENCY LOCATION CODE/REGION:           /

          AND/OR  RECIPIENT ID:  _____

          AND/OR  REQUESTOR ID:

          AND/OR  FROM __/__/____   TO   __/__/____

          AND    FAX OR BULKDATA: _ (F OR B)   FAX NUMBER: (___)___-____




            F4=MENU  F5=MAIN
```

STEP 2: ACTION

Fill in the fields below. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

```
SP520A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP520AO                    ACCOUNTS WITH END DATES REPORT            HH:MM:SS
08/02/2000 T



          ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

          AND/OR  RECIPIENT ID: 0101111

          AND/OR  REQUESTOR ID: 0101234

          AND/OR  FROM 10/01/1997   TO   09/30/2000

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




          F4=MENU  F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.

```
SP520A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP520AO                    ACCOUNTS WITH END DATES REPORT            HH:MM:SS
08/02/2000 T



          ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

          AND/OR  RECIPIENT ID: 0101111

          AND/OR  REQUESTOR ID: 0101234

          AND/OR  FROM 10/01/1997   TO   09/30/2000

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

     THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
     TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
     TO CANCEL, TYPE "N" AND PRESS ENTER. _



          F4=MENU  F5=MAIN
```

STEP 3: ACTION

Type Y to confirm and press Enter.

```
 SP520A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP520AO                    ACCOUNTS WITH END DATES REPORT                HH:MM:SS
 08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID: 0101234

           AND/OR  FROM 10/01/1997   TO   09/30/2000

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

      THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
      TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
      TO CANCEL, TYPE "N" AND PRESS ENTER. Y


              F4=MENU  F5=MAIN
```

STEP 3: RESULT

Another message now informs you that your request is accepted.

```
 SP520A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP520AO                    ACCOUNTS WITH END DATES REPORT                HH:MM:SS
 08/02/2000 T


           ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

           AND/OR  RECIPIENT ID: 0101111

           AND/OR  REQUESTOR ID: 0101234

           AND/OR  FROM 10/01/1997   TO   09/30/2000

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




              F4=MENU  F5=MAIN
 I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
 SP520A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP520AO                   ACCOUNTS WITH END DATES REPORT               HH:MM:SS
 08/02/2000 T


            ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

            AND/OR  RECIPIENT ID: 0101111

            AND/OR  REQUESTOR ID: 0101234

            AND/OR  FROM 10/01/1997   TO   09/30/2000

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


               F4=MENU  F5=MAIN
 I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.

```
 SP525A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP525AO                     REPORT REQUEST MENU                        HH:MM:SS
 08/02/2000 T




            <1>  ACCOUNT SETTLEMENT REPORT

            <2>  ACCOUNTS WITH END DATES REPORT

            <3>  DATA RETRIEVAL REPORT

            <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

            <5> CASH MANAGEMENT REPORTS




                                     ENTER SELECTION NUMBER:
                                     PRESS ENTER


      F2=EXIT            F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report we requested.

```
RUN DATE: 08/02/00    AUTOMATED STANDARD APPLICATION FOR PAYMENTS   PROGRAM:SPPQ936U
RUN TIME: 21:47:35            REPORT OF ACCOUNTS WITH END DATES            PAGE:   1
                             FROM 10/01/1997 TO 09/30/2000


 AGENCY LOCATION CODE/REGION:11000001 /     SHORT NAME: US MONEY1
 RECIPIENT ID: 0101111                      SHORT NAME: GRAY U

    GROUP ID     ACCT ID        ASAP ACCT DESC              END DATE       STATUS

              F1R10001       GRANT NUMBER 1              12/31/1997        O
              F1R10002       GRANT NUMBER 2              06/30/2000        O
              F1R10003       GRANT NUMBER 3              06/30/1998        O
              F1R10004       GRANT NUMBER 4              09/30/2000        O







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


```

SECTION 7.3

CASH MANAGEMENT REPORTS

The Cash Management Reports were designed to help Federal Agencies, Payment Requestors and Recipient Organizations with their monthly cash transaction reporting. The reports will assist users in determining draw patterns and number of days between settlement dates. Any ASAP user may request these reports. Information may be sorted by ALC/Recipient ID/ CFDA number or by ALC/Recipient ID/Account ID for a time period of up to 367 calendar days.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

<   **Agency Location Code/Region, Recipient ID** - These fields are required on the prompt screen. Either the Agency Location Code or the Recipient ID may be "all" but both cannot be "all".

<   **CFDA, Account ID** - Either the CFDA or Account ID may be blank, but both can"t be blank.

<   **From** and **To** dates - The date range is limited to 367 days.

<   **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

> If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

This report will be sent to your fax machine within 24 hours of your request.

EXAMPLE

In this example we will request a Cash Management report for one Recipient and all accounts for that Recipient for a specified ALC and date range. At the end of the example you will find a layout of the resulting report.

        <   One Federal Agency

        <   One Recipient ID

        <   All Account Ids

        <   Specified Date Range

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose
option 5 and press Enter.

```
 SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/09/00
 SP525AO                        REPORT REQUEST MENU                   HH:MM:SS
 08/09/2000 T




                 <1>  ACCOUNT SETTLEMENT REPORT

                 <2>  ACCOUNTS WITH END DATES REPORT

                 <3>  DATA RETRIEVAL REPORT

                 <4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                 <5>  CASH MANAGEMENT REPORTS


                                        ENTER SELECTION NUMBER: 5
                                        PRESS ENTER

        F2=EXIT             F5=MAIN
```

STEP 1: ACTION

The following screen appears.

```
 SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/09/00
 SP518AO                     CASH MANAGEMENT REPORTS                  HH:MM:SS
 08/09/2000 T


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

     AND      RECIPIENT ID: _____  (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

     AND/OR  CFDA: _____
     AND/OR  ACCOUNT ID: _____

     AND DATE RANGE FROM:  __ / __ / ____    TO:  __ / __ / ____

     AND FAX OR BULKDATA: _  (F OR B)  FAX NUMBER: ( ___ ) ___ - _____

              F4=MENU   F5=MAIN
```

STEP 2: ACTION

Specify the required information along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

```
SP518A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                       CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


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


      AND       RECIPIENT ID: 0101111        (ENTER A RECIPIENT ID OR
                                              ALL FOR ALL RECIPIENTS)


      AND/OR  CFDA:  _____
      AND/OR  ACCOUNT ID: ALL_____

      AND DATE RANGE FROM:  07 / 01 / 2000    TO:   08 / 09 / 2000

      AND FAX OR BULKDATA: F   (F OR B)  FAX NUMBER: ( 202 ) 808 " 1234

              F4=MENU   F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.

```
SP518A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO                       CASH MANAGEMENT REPORTS                   HH:MM:SS
08/09/2000 T


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


      AND       RECIPIENT ID: 0101111        (ENTER A RECIPIENT ID OR
                                              ALL FOR ALL RECIPIENTS)


      AND/OR  CFDA:  _____
      AND/OR  ACCOUNT ID:  ALL_____

      AND DATE RANGE FROM:  07 / 01 / 2000    TO:  08 / 09 / 2000

      AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
       THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
      TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
      TO CANCEL, TYPE "N" AND PRESS ENTER.                    _

              F4=MENU   F5=MAIN
```

STEP 3: ACTION

Type Y to confirm and press Enter.

```
 SP518A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP518AO                    CASH MANAGEMENT REPORTS                      HH:MM:SS
 08/09/2000 T


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

      AND      RECIPIENT ID: 0101111       (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

      AND/OR  CFDA:  _____
      AND/OR  ACCOUNT ID: ALL_____

      AND DATE RANGE FROM:  07 / 01 / 2000    TO:  08 / 09 / 2000

      AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
       THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
      TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
      TO CANCEL, TYPE "N" AND PRESS ENTER.                          Y

                 F4=MENU   F5=MAIN
```

STEP 3: RESULT

Another message now informs you that your request has been accepted.

```
 SP518A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
 SP518AO                    CASH MANAGEMENT REPORTS                      HH:MM:SS
 08/09/2000 T


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

      AND      RECIPIENT ID: 0101111       (ENTER A RECIPIENT ID OR
                                            ALL FOR ALL RECIPIENTS)

      AND/OR  CFDA:  _____
      AND/OR  ACCOUNT ID: ALL_____

      AND DATE RANGE FROM:  07 / 01 / 2000    TO:  08 / 09 / 2000

      AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234


                 F4=MENU   F5=MAIN

 I0074 REPORT REQUESTED.  PRESS  "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

Press F5 to return to the Main Menu.

```
 SP518A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/09/00
 SP518AO                     CASH MANAGEMENT REPORTS                   HH:MM:SS
 08/09/2000 T


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

     AND      RECIPIENT ID: 0101111        (ENTER A RECIPIENT ID OR
                                             ALL FOR ALL RECIPIENTS)

     AND/OR  CFDA:  _____
     AND/OR  ACCOUNT ID: ALL_____

     AND DATE RANGE FROM:  07 / 01 / 2000    TO:  08 / 09 / 2000

     AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234


              F4=MENU   F5=MAIN
 I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Main Menu is displayed.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP010AO                          MAIN MENU                           HH:MM:SS
 08/02/2000 T




          <1>  PAYMENT REQUEST PROCESSING
          <2>  INQUIRY MENU
          <3>  FEDERAL AGENCY FUNCTIONS MENU
          <4>  RFC FUNCTIONS MENU
          <5>  FRB SUPPORT PROCESSING
          <6>  REPORT REQUEST MENU
          <7>  NOTIFICATIONS



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

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

The report we requested is on the next page.

```
RUN DATE:  MM/DD/CCYY                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS                    PROGRAM: SPPQ985U
RUN TIME:  HH:MM:SS                    AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT                    PAGE:  99999

AGENCY LOCATION CODE/REGION:  11000001                    SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111                                     SHORT NAME:  GRAY U
ACCOUNT ID:   ALL
CFDA:
DATE RANGE:  07/01/2000 - 08/09/2000

RECIPIENT ID:  0101111        SHORT NAME:  GRAYU

  ACCOUNT NUMBER      CFDA    GROUP ID       BEGINNING          AUTHORIZATIONS       PAYMENTS &         AVAILABLE ENDING     AVG
                                             BALANCE                                 ADJUSTMENTS         BALANCE            DAYS
                                                                                     (PY/RP/BE)

12345678901234567890 99.999 9999999999 99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99- 999.9
F1R10003              10.564                    15,120,555.78     1,100,254,555.23      223,456,235.45-      891,918,875.56    5.7

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



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

CHAPTER 8:

GETTING OUT USING PASSPORT FOR WINDOWS

PURPOSE   8 - 2

In this chapter, you will learn how to log off of the ASAP system. Logging off improperly may cause problems on your next attempt to access ASAP.

Logoff Procedures

C   Within ASAP, navigate to the ASAP Main Menu or any sub-menu.

C   Press **F2**-Exit.

C   You are returned to the "WELCOME TO AT&T" logo screen. In the menu bar, click on **Terminal** and then click on **Disconnect**.

C   Click on **Terminal** again, and then click on **Close**.

IF AT ANY TIME YOU ENCOUNTER PROBLEMS, contact your servicing RFC"s ASAP Help Desk staff.

APPENDIX 1:

SCREEN/REPORT
FIELD DESCRIPTIONS

FIELD TITLE	**DESCRIPTION**
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which a Federal Agency controls the flow of funds. This control may be **at** program level, **below** program level, or **above** program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired screen activity. The available actions are displayed, and the available actions vary for the different functions within ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel (C) or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up- to-3 lines of 50 characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference	An optional identifier from 1 to 15 characters which may be Number assigned to a book entry adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the Federal Agency.

FIELD TITLE   **DESCRIPTION**

Agency Reference Number   This optional free-form 15-character alphanumeric field may be entered
                              at either the Authorization Entry Prompt or Authorization Entry screen.
                              The Agency Reference Number may be entered to annotate each page
                              of authorization transactions as they are entered in to ASAP.

All   May be used on the Certify On-Line Authorization Prompt to indicate
                              that the user would like to view all authorizations entered on-line that
                              are awaiting certification.

Allow Book Entry   May be used by the Federal Agency to indicate whether the
Adjustment Indicator   account may have Book Entry Adjustments made against it. Defaults
                              to Y.

Amount Requested   The amount of funds requested from each desired Account ID
                              displayed. This required field may not exceed $999,999,999.99 for
                              Fedwire payments, $99,999,999.99 for ACH payments.

ASAP 1031 Indicator   Used by the Federal Agency to specify whether payment requests
                              against the account may be initiated by 1031 wire message by an
                              authorized financial institution.

ASAP ID   A 7 to 10 position number used to identify an organization in ASAP.
                              For Federal Agencies, this is the 8-digit ALC or the 10-digit
                              ALC/Region. For Payment Requestors, this is the 7-digit Requestor
                              ID. For Recipient Organizations, this is the 7-digit Recipient ID. The
                              ASAP ID is required at initial sign-on at the ASAP Main Menu.

ASAP Sequence Number   A system-generated sequence number assigned to payment requests
                              and book entry adjustments.

Authorization Amount   The dollar amount of the authorization for each desired account. This
                              amount is not to exceed $99,999,999,999.99.

Authorization Date From   Entered on the Certify On-Line Authorization Prompt to specify
and To   that the user would like to view authorizations entered on-line
                              during the specified period of time.

Authorization Sequence   This system-generated field is a unique identifier, assigned by
Number   ASAP to each page of authorization transactions upon posting. It
                              identifies the date of entry, the terminal of entry, the session number,
                              and the time of posting.

FIELD TITLE   **DESCRIPTION**

Available Balance   This system-generated field contains the Available Balance, which is the
                            net of all activity against the account. It includes the Cumulative
                            Authorized Amount, plus returned payments, plus book entry credits,
                            minus approved payment requests, minus book entry debits.

Begin Date   May be used by the Federal Agency to indicate on the Account Profile
                            the date on which the grant period starts.

Budget Period End Date   Allows the Federal Agencies to record at their discretion the date up to
                            which expenses related to this program may be incurred by the
                            Recipient. This field is for information only; the date specified here has
                            no effect on whether or not payment requests against an account in
                            ASAP are approved by the system.

Cash on Hand   This optional field allows the user to indicate the amount of Federal
                            Agency funds that the Requestor has in its bank account. This amount
                            is not to exceed $999,999,999.99.

Certified Authorization Amt Total dollar amount of increase and decrease authorization transactions
                            that were certified and will update the available balances of the affected
                            ASAP accounts.

Certified CNT   Number of increase and decrease authorization transactions that
                            were certified.

CFDA Number   There is a 5-digit CFDA number for many Federal grant programs.
                            There is a table of valid CFDA numbers stored in the ASAP system,
                            and the CFDA number may be part of the account profile created by
                            the Federal Agency.

CMIA Indicator   May be used by the Federal Agency to specify on the Account Profile
                            whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash
                            Management Improvement Act (CMIA).

Control Account Indicator   May be used by the Federal Agency to specify whether Account
                            Details will be added to an account. If this indicator is set at Y, the
                            ASAP 1031 indicator may not be set at Y. Defaults to N if not
                            specified.

Create Date   This field indicates the date on which the account was created by the
                            Federal Agency.

FIELD TITLE   **DESCRIPTION**

Cumulative Authorized   This is the net of all authorization activity for this account.
Amount   It equals increase authorizations, minus decrease authorizations. This
                            field is system generated.

Days on Review   This field on the Review Payment Request List indicates the number of
                            days the payment request has been awaiting agency review.

Decrease Avail Bal   The amount of money moved **out** of an ASAP Account by a
By Amount   Book Entry Adjustment transaction.

Default Warehouse   This field on the Federal Agency Profile indicates whether accounts
Indicator   associated with the Federal Agency's ALC may (Y) or may not (N)
                            be eligible for payment warehousing.

Del Method   The Delivery Method field (abbreviated "DEL METH") on the Review
                            Payment Request List screen indicates the type of delivery (A for ACH
                            or F for Fedwire) requested for the payment.

Effective Date   This field contains the date that the authorization will be effective. This
                            field is in the standard date format (MM/DD/CCYY).   The Effective
                            Date may be the current date, any previous date, or a date up to 1 year
                            and 1 day in the future.

End Date   May be used by the Federal Agency to indicate in the Account Profile
                            the date on which the grant period ends. When an End Date is entered
                            on an Account Profile, the End Date must be greater than or equal to
                            the current system cycle date. If an End Date is indicated on an
                            Account Profile, the Account Status automatically changes to
                            Suspended on the day following the End Date, and no payment
                            requests may be made against that account **after** the End Date.
                            However, the system allows payment requests to be made up to and
                            including the End Date for settlement on the End Date or on a future
                            date.

File ID   The File ID consists of the FILE NUMBER and CYCLE DATE.
                            Users may specify a File ID in order to view a specific batch file of
                            authorizations that is awaiting certification, rather than specifying a File
                            Transmission Date range on the Certify Batch Authorization Prompt
                            screen.

FIELD TITLE	**DESCRIPTION**
File Transmission Date and To	By entering a date range in the File Transmission Date From and From To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frames for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Funding Technique	May be used by the Federal Agency to indicate on the Account Profile the funding technique selected by the Recipient Organization for programs covered by CMIA.
Group ID	This optional field entered on the Account Profile by the Federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount is an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Avail Bal By Amount	The amount of money moved **into** an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicates whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.

FIELD TITLE   **DESCRIPTION**

Organization Access   The OAC is a password for organizations assigned by ASAP. It is
Code (OAC)   used in conjunction with the ASAP ID when signing on at the
                                          ASAP Main Menu.

Password   The password is unique to each individual user. It must be entered in
                                          conjunction with an individual's User ID when signing on to the system.

Payment Warehouse   On the Federal Agency profile, this field indicates whether the Indicator
                                          Agency as a whole allows payment warehousing against its accounts.
                                          On the Account Profile, this field indicates whether warehoused
                                          payment requests may be made against that particular account. In
                                          either case, Y for Yes means that warehousing is allowed, N for No
                                          means warehousing is not allowed.

Pseudo ABA   An ABA Number is a 9-digit number that the FRB uses to identify
                                          financial institutions. In order for the Federal Reserve Bank (FRB) to
                                          route reports to ASAP users' Fedline terminals or mainframe
                                          connections, the FRB assigns pseudo ABAs to make the users "look
                                          like" a financial institution to the FRB.

Recipient ID   This required 7-digit numeric field identifies the Recipient Organization.
                                          Recipient IDs are generated by ASAP when the Recipient Organization
                                          profile is created by the RFC.

Region   This optional 2-digit alphanumeric field may be used in conjunction with
                                          the ALC as a designator for the Region of the Federal Agency.

Report Delivery Method   On the Federal Agency profile, there are three fields for Report
                                          Delivery Method. These fields indicate how Payment-related reports,
                                          Authorization-related reports and Account-related reports are to be
                                          delivered to the Agency. Report Delivery Methods are P for Paper, F
                                          for Fax or B for Bulkdata.

Req Settle Date   On the Review Payment Requests List screen, this field indicates the
                                          date of delivery requested for the payment.

Requestor ID   This required 7-digit numeric field identifies the Payment Requestor.
                                          Requestor IDs are generated by ASAP when the Payment Requestor
                                          profile is created by the RFC.

FIELD TITLE   **DESCRIPTION**

Requestor Reference   This optional 15-character alphanumeric field allows the user to
Number   identify the payment request. A single Requestor Reference Number
                             may be assigned to summary payment requests; separate Requestor
                             Reference Numbers may be assigned to individual payment requests.

Runtime Password   This is the password associated with CQ software. It is set to a user-
                             selected password when the software is installed. The user is then
                             prompted for this password after entering the #dial command at the C:\
                             prompt to begin dialing in through CQ.

Select   A number of ASAP screens contain a Select field (sometimes
                             abbreviated SEL or S). On Inquiry screens, the user enters S in the
                             Select field to navigate to view detail on a particular item.

Settlement Date   This required field contains the date when the actual transfer of funds
                             from ASAP to the Requestor's bank occurs.   If you are requesting an
                             ACH payment (summary or individual), the settlement date must be
                             either the next business day or a business day up to 32 calendar days
                             from the current cycle date. If you are requesting a Fedwire payment
                             (individual or summary payment), the settlement date must be equal to
                             the current cycle date. The data entered in this field must be in
                             MM/DD/CCYY format.

STA   A number of ASAP screens contain a Status field. For authorization-
                             related screens, valid statuses are U for Uncertified, A for Approved, R
                             for Rejected, D for Deleted, and W for Warehoused. For payment
                             transaction-related screens, valid statuses are A for Approved, W for
                             Warehoused, R for Rejected, H for Held, or C for Canceled.

Template Name   This required maximum 10-character alphanumeric field contains the
                             name of the Payment Requestor's template to be added, changed,
                             deleted, or used to make a Template Payment Request.

Threshold   May be used by the Federal Agency to set the amount at or above
                             which payments requests will be forwarded for Agency Review.

TIN   A Taxpayer Identification Number (TIN) is a 9-digit number used for
                             tax reporting.

Total Amount Requested   For summary payments, the user must specify the total amount
                             requested (positive draws less negative draws).

FIELD TITLE	**DESCRIPTION**
Total Estimated Grant Amount	May be used by the Federal Agency to indicate on the Account Profile the estimated total grant award.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for a summary payment. Individual payments may be delivered via either ACH or Fedwire; summary payments may be delivered via ACH or Fedwire as well.
USERID	The USERID is a required field and is unique to the individual user.

APPENDIX 2:

GLOSSARY

Account Balance - The amount of funds in an account against which payment requests may be made. Also called Available Balance.

Account Profile - Federal Agencies create account profiles. The profile contains the ALC, Recipient ID and Account ID combination which makes the account unique. The account profile also contains the Requestor who may make payment requests against that account, and other information about the account, such as the grant period, the CFDA number, and whether the account is covered by CMIA.

Account Statement - Users may inquire on an account using Account Statement Inquiry to see all transactions that have been made against that account for a 93-day period.

Account - An account is the unique combination of the Federal Agency's Agency Location Code (ALC), Recipient ID, and Account ID. There cannot be more than one account within ASAP containing the same values.

ACH - See Automated Clearing House.

Agency Location Code (ALC) - An ALC is an 8-digit number used to identify a Federal Agency.

Agency Review - The Federal Agency has the option of setting a threshold amount for all their accounts, all the accounts for a single Recipient Organization, or one account. Any payment requests in an amount equal to or greater than the threshold amount are forwarded to the Federal Agency for review.

ASAP ID - This 7 to 10-digit field is used to identify an organization in the ASAP system. Requestors and Recipients have a 7-digit number that is generated by the ASAP system; Federal Agencies use their ALC or their ALC/Region as their ASAP ID.

Authorization - An authorization is established for each account by the Federal Agency responsible for the account. The authorization advises recipients of the amount of Federal financial assistance available for a particular program for a specified period of time.

Automated Clearing House (ACH) - ACH is a method of funds transfer that allows Requestors to receive funds on either the next business day or a business day up to 32 calendar days in the future, after the date of the payment request.

Bulkdata - Bulkdata is the file transfer utility used by the Federal Reserve Bank. This is the utility used for Federal Agencies to submit batch files of account and authorization transactions to ASAP, as well as the utility used to deliver reports to Federal Agency mainframe connections and PCs running Fedline software.

CA$HLINK - A global cash concentration and financial reporting system used to manage the collection of government revenues, and to report balances to Federal Agencies.

CFDA - Catalog of Federal Domestic Assistance - There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.

Classified Returned Payment - A Classified Returned Payment is a returned payment that has been identified and restored to the account from which the funds were originally requested. The RFC handles classifying returned payments. Federal Agencies are advised by printer notification when a returned payment has been classified to one of their accounts; returned payments are also shown on the Account Statement and the Agency Payment Report.

Control Account - A Control Account allows the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level and the payment requests and accounting are done at the detail level.

CQ/3270 - This software package allows the Federal Agencies, RFCs and EBT Processors to access all on-line functions of ASAP.

Cycle Date - The cycle date is the current system date. The cycle date is displayed in the upper left-hand corner of the screen when the user is on-line with ASAP.

Federal Agency (FA) - Federal Agencies provide funds to Recipient Organizations for various Federal programs. Federal Agencies establish accounts and spending authorizations in ASAP for their programs and recipient organizations.

Federal Reserve Bank (FRB) - The Federal Reserve Bank of Richmond developed the ASAP system along with FMS. The FRB is responsible for assigning terminal IDs, individual logon IDs and passwords; the FRB also provides encryption devices and software to access the ASAP system.

Fedline - Fedline is FRB software that allows Federal Agencies to transmit batch files and receive reports from ASAP. No on-line functions of ASAP can be accessed through Fedline.

Fedline/3270 - This is a combination software package that allows users to access on-line functions of ASAP, as well as to transmit batch files and receive reports from ASAP.

FEDWIRE - FEDWIRE is a same-day payment mechanism. If a Requestor makes a payment request with the current cycle date as the settlement date, the payment is made within minutes of the receipt of the approved payment request via FEDWIRE. FEDWIRE is also called FUNDS.

Function Keys - Allows the user to navigate between screens in ASAP. The standard function keys are:

F2=EXIT - to log off of ASAP
F3=PRMT - to return to the previous prompt screen
F4=MENU - to return to the previous menu
F5=MAIN - to return to the Main Menu
F7=PGUP - to move to the previous page of data
F8=PGDN - to move to the next page of data

FUNDS - See FEDWIRE.

GOALS (Government On-line Accounting Link System) - An on-line system that enables agencies to submit their monthly reports to Treasury.

Individual Payment - An Individual Payment means that there will be separate transfer of funds to the Requestor's bank account for each ASAP Account from which funds are requested. Using either type of payment request process (Master or Template), the Payment Requestor can request Individual Payments for each payment request made. Individual Payments may be made either through FUNDS or ACH payment mechanisms.

Master Payment Request - A Master Payment Request allows the user to build a master list of accounts from which the user organization may draw, by specifying Agency Location Code and Recipient ID combinations on the prompt screen. The Payment Requestor can page through the list and request funds from the desired accounts.

Maximum Draw Amount - The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw lifts for some or all of their accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

Organization Access Code (OAC) - The OAC is a password for organizations. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.

Payment Requestor - A Payment Requestor is any entity that has the authority to initiate payment requests for Recipient Organizations. A Payment Requestor may initiate payment requests for other organizations, and the Payment Requestor may be a Recipient Organization.

Pseudo ABA - An ABA Number is a nine-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.

Recipient - See Recipient Organization.

Recipient Organization - A Recipient Organization is any entity that uses the funds disbursed by ASAP based on payment requests made by Payment Requestors.

Regional Financial Center (RFC) - The Regional Financial Centers are part of the Financial Management Service. The RFCs handle enrollment, provide user support, and process returned payments.

Requestor - See Payment Requestor.

Returned Payment - A Returned Payment is a payment received by the ASAP system. Recipients/Requestors may return funds to ASAP through their financial institution via FEDWIRE or ACH. Returned Payments are monitored by the RFC and are classified to the proper ASAP account, or they are reversed back to the sending financial institution if the funds cannot be identified.

Reversed Returned Payment - If a Returned Payment is received and cannot be identified, the RFC can reverse (send back) the payment to the originating financial institution.

Settlement Date - The date that funds will be transferred to the Payment Requestor's financial institution. The Settlement Date for ACH payments is the next business day or a date up to 32 calendar days in the future; the Settlement Date for FEDWIRE payments is the current date.

Summary Payment - A summary payment allows the user to request funds from multiple ASAP accounts, and receive one transfer of funds. Using either type of payment request mechanism (Master or Template), the Payment Requestor can have all payment requests rolled into one Summary Payment. Summary Payments are only available for funds disbursed by ACH or Fedwire. Remittance information for each account from which funds were requested is contained in the addenda records of the ACH payment.

Suspense Account - This is a special account in ASAP that receives all returned payments. This account is monitored by the RFC.

Template - Payment Requestors can store account information on a template to facilitate requesting funds on a regular basis from a number of accounts.

Template Payment Request - A Template Payment Request allows the Payment Requestor to request funds from a set of accounts stored on a template previously created.

User ID - Each individual user of ASAP is issued a User ID. Your User ID gives you access to specific functions within the ASAP system.

APPENDIX 3:

TROUBLESHOOTING GUIDELINES

TROUBLESHOOTING

In this appendix, errors that can be corrected by the user will be explained, and the steps in correcting the errors will be given. The errors/error messages are listed alphabetically.

There may be times when an error is not one that the user can correct. Such errors are:

>   Inconsistent terminal type for reconnect processing - Restart
>   Input endpoints not defined
>   Input message ignored
>   User ID suspended
>   User ID suspended for password violations
>   User ID revoked
>   ACF2 Security Violation

In these cases, the user must call their servicing Regional Financial Center.

If you are unable to correct a problem using these guidelines, or if you experience a problem for which a solution is not provided in this chapter, please contact your servicing RFC at the number provided in Chapter 2, page 3 of this guide.

New Password is not Minimum Length - Passwords must be a minimum of 6 characters.

New Password Matches Previous Password and Is Rejected - You can not pick a password that you have used any of the last 6 times that you selected a password.

Password Expired - Passwords expire every 30 days. Enter your User ID, your old password in the Password field, and a new password in the New Password field. The New Password must be 6-8 characters in length and cannot be the same password used any of the previous 6 times that the user changed the password. You will also get this message if you have typed your user ID and a temporary password assigned by the FRB and hit **Enter** without specifying a new password. This is your prompt to select a new password.

Password Not Matched - You have entered a password that does not match what you had previously selected as your password. Retype the correct password in the password field and hit **Enter.**

APPENDIX 4:

AGENCY & SYSTEM REVIEW FUNCTIONS

AGENCY & SYSTEM REVIEW FUNCTIONS

After the account profile has been entered and posted, the Federal Agency may choose to use one of the following options from the Account Functions Menu:

< **Maximum Draw Amount Prompt**: The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw amounts for some or all of its accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

< **Agency Review Criteria Prompt**: The Federal Agency may set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The threshold can apply to a single account, all the accounts for a single Recipient Organization, or all the accounts established by the agency.

GUIDANCE FOR INVOKING AGENCY REVIEW FUNCTIONS IN ASAP

The Agency Review features were developed in ASAP to provide a mechanism for Federal Agencies to better control Federal domestic assistance cash outlays for cash management purposes.

Federal Agencies are responsible for monitoring the ASAP accounts, performing cash management of funds, and taking the appropriate actions necessary to ensure the proper use of the accounts by the user organizations.

In evaluating the implementation of Agency Review and Maximum Draw Amounts, FMS recognized that Federal Agencies need to balance controlling cash outlays and ensuring compliance with grant awards, with the Cash Management Improvement Act and Treasury / State Agreements.

This Guidance is intended to assist Federal Agencies and Recipient Organizations in evaluating ASAP account transactions for compliance with good cash management practices.

Purpose - Agency Review and Maximum Draw Amounts are recommended for use at a Federal Agency's discretion for situations related to non-compliance with proper cash management and reporting requirements. Notification must be sent to the Recipient Organization prior to implementation.

1. Federal Agencies are responsible for managing grant programs. Since they have the responsibility of assuring compliance with good cash management practices, each Federal Agency will define the circumstances under which Agency Review and Maximum Draw Amounts are invoked. Consideration factors could include, but not be limited to, the dollar value of the grant award and the history of cash management performance by the Recipient Organization.

2. Both features are considered extreme measures to be instituted as a last resort for grantees. Federal Agencies should have extensive discussions with the Recipient Organization prior to any decision to place an account on agency review or maximum draw.

3. When invoking Agency Review features, the Federal Agency must regularly and routinely log on to ASAP throughout the day to review payment requests.

Notification - Federal Agencies must insure that Recipient Organizations receive notification 30 days prior to invoking Agency Review or Maximum Draw.

1. The notice will include, at a minimum, the date of the notice, the specific reasons why the Recipient Organization will be placed on Agency Review, the date the Agency Review feature will be invoked, the name and address of the Federal Agency authorizing official, and the name and phone number of a Federal Agency contact.

2. The notification will be sent to the primary contacts identified in the Recipient Organization and Payment Requestor profiles in the ASAP system.

3. Recipient Organization appeals related to the decision should be in writing and addressed to the Federal Agency authorizing official.

4. When Agency Review or Maximum Draw Amounts are invoked for an ASAP account; the ASAP system automatically generates an immediate system notification to the recipient organization advising the Agency Review and/or Maximum Draw Amount feature is in effect. Any changes to an Agency Review or Maximum Draw Amount parameter will also generate an ASAP system notification.

CMIA Implications - Federal Agencies who plan to use Agency Review and Maximum Draw Amounts shall be mindful of the Cash Management Improvement Act and regulations, the associated Treasury/State Agreements, grant award documents, the general financial positions of their recipients, and the relative fiscal impacts.

1. Timeliness of reviews by Federal Agencies is critical in order to minimize payment delays for recipients and avoid CMIA interest liabilities. Federal interest liabilities will accrue if payment delays result from the use of Agency Review.

2. States must submit specific documentation to support all Federal interest liability claims resulting from the use of Agency Review and/or Maximum Draw Amounts.

Time frame - Federal Agencies should review their decision to place Recipient Organizations under maximum draw and/or agency review every 90 days to determine the need to continue. If a Federal Agency decides to invoke these features for another 90-day period, it must notify the Recipient Organization at least 10 days prior to the end of each 90-day period.