# 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.