

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.

| <u>Action Field Value</u> | <u>Result</u> |
|---------------------------|---|
| 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 SPASAP 08/02/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU | 08/02/00 HH:MM:SS |
| <p><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</p> | | |
| <p>ASAP ID: ORGANIZATION ACCESS CODE:</p> | | <p>ENTER SELECTION NUMBER: <u>1</u> PRESS ENTER</p> |
| <p>F2=EXIT</p> | | |

RESULT:

The Payment Request Processing menu appears.

| | | |
|--|---|--|
| SP020A SP020AO 08/02/2000 T | AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST PROCESSING | 08/02/00 HH:MM:SS |
| <p><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</p> | | |
| <p>F2=EXIT</p> | | <p>ENTER SELECTION NUMBER: <u> </u> PRESS ENTER</p> |
| <p>F5=MAIN</p> | | |

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: <u>2</u> | |
| | 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          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: $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          ITM #
    REQ REF NUM
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      ITM #
  REQ REF NUM
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      ITM #
  REQ REF NUM
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          MI1_____ 10000_____ $499,250.00
F1R10007          MI1-3_____ 10000_____ $499,250.00
F1R10008          MI1-4_____ _____ $500,000.00
F1R10008          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          MI1-1          $25,000.00          $400,000.00          SEQNUM: 000001 01
F1R10002          MI1-2          $25,000.00          $400,000.00          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
F1R10001          $25,000.00          $400,000.00
                                SEQNUM: 000001 01
F1R10002          $25,000.00          $400,000.00
                                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
F1R105G
                                MI1
F1R10006          $10,000.00          $489,250.00
                                SEQNUM: 000003 01
F1R10007          $10,000.00          $489,250.00
                                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      ITM #
  REQ REF NUM
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      ITM #
  REQ REF NUM
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
F1R10001          $1,000.00          $399,000.00          ITM #
  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
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
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          REQ REF NUM          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM #
F2R10001          MI2_____          _____          $200,000.00
F2R10002          MI2_____          _____          $200,000.00
F2R10003          MI2_____          _____          $200,000.00
F2R10004          MI2_____          _____          $200,000.00
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          ITM#
  REQ REF NUM
F2R10001          MI2-3          10000          $200,000.00
F2R10002          MI2          $200,000.00
F2R10003          MI2-4          5000          $200,000.00
F2R10004          MI2          $200,000.00
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          ITM #
  REQ REF NUM
F2R10001          MI2-3          $10,000.00          $190,000.00
                                SEQNUM: 000007 01
F2R10002          MI2          $200,000.00
F2R10003          MI2-4          $5,000.00          $195,000.00
                                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          ITM #
  REQ REF NUM

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
                                -             X          F1R103A
                                D             X          F1R103B
                                -             X          F1R103C
                                                F1R10004
                                -             X          F1R104D
                                A             X          F1R104E
                                -             X          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
                                -             X          F1R105G
                                -             X          F1R105H
                                -             X          F1R105I
                                                F1R10006
                                -             X          F1R10007
                                                F1R10008
                                -             X          F1R10009
                                                F1R10010
                                -             X          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
-                                     F1R10008
  A                                     F1R10009
  A                                     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                      $1,000.00          $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
SEL      TEMPLATE      SEL      TEMPLATE      SEL      TEMPLATE
S        NAME          S        NAME          S        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

  SEL      TEMPLATE          SEL      TEMPLATE          SEL      TEMPLATE
  _        NAME              _        NAME              _        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

SEL      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
SP030F50        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

SEL      TEMPLATE          TEMPLATE          TEMPLATE
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
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          REQ REF NUM          AMOUNT REQUESTED          AVAILABLE BALANCE          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
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
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
I0081 SAME DAY INDIVIDUAL REQUEST(S) APPROVED.
                                F11=NWTP
    
```

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
F1R10002          $1,000.00          $393,250.00          ITM #
                                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      REQ REF NUM      AMOUNT REQUESTED      AVAILABLE BALANCE      ITM #
F1R10002          TRAINING_____          $393,250.00
F1R10004          _____          $435,000.00
  F1R104D          _____
  F1R104E          _____
F1R10008          TRAINING_____          $494,250.00
F1R10009          TRAINING_____          $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          ITM #
  REQ REF NUM
F1R10002          TRAINING1_____          1000_____          $393,250.00
F1R10004          _____          $435,000.00
  F1R104D
  F1R104E
  TRAINING_____
F1R10008          TRAINING2_____          1000_____          $494,250.00
F1R10009          TRAINING3_____          1000_____          $498,000.00

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          ITM #
  REQ REF NUM
F1R10002          TRAINING1_____          $1,000.00          $392,250.00          SEQNUM: 000012 01
F1R10004          _____          $435,000.00
  F1R104D
  F1R104E
  TRAINING_____
F1R10008          TRAINING2_____          $1,000.00          $493,250.00          SEQNUM: 000013 01
F1R10009          TRAINING3_____          $1,000.00          $497,000.00          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
F1R10002          $1,000.00          $392,250.00          ITM #
          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
          -                   F1R1003A
          -                   F1R1003B
          -                   F1R1003C
          -                   F1R10004
          -                   F1R1004D
          -                   F1R1004E
          -                   F1R1004F
          <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
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

SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME REMIT  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: FIR10013
  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: FIR10013
  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
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
SEL  ALC/RGN  SHORT NAME RECIPIENT SHORT NAME REMIT  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
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
  AGYFUNDRECCODECFDA+SUFFIX          _____          $500,000.00
  830327 55101 93.5680001          _____
  830327 55101 93.5680002          _____
  830327 55101 93.5680003          _____
  830327 55101 93.5680004          _____
F1R10013
  AGYFUNDRECCODECFDA+SUFFIX          _____          $500,000.00
  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 | | |
| <p><1> TEMPLATE PAYMENT REQUEST PROMPT</p> <p><2> MASTER PAYMENT REQUEST PROMPT</p> <p><3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT</p> <p><4> BOOK ENTRY ADJUSTMENT PROMPT</p> <p><5> PAYMENT CANCELLATION PROMPT</p> <p><6> INTERSTATE AUTHORIZATION TRANSFER PROMPT</p> | | |
| <p>ENTER SELECTION NUMBER: <u>5</u></p> <p>PRESS ENTER</p> | | |
| 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 | | |
| <p>ENTER:</p> <p>REQUESTOR ID: 0101234 SHORT NAME: GRAY U</p> <p>AGENCY LOCATION CODE/REGION: _____/___ SHORT NAME:</p> <p>RECIPIENT ID: _____ SHORT NAME:</p> <p>ACCOUNT ID: _____</p> <p>REQUESTOR REFERENCE NUMBER: _____</p> <p>REQUEST DATE (MM/DD/CCYY) FROM: ___/___/___ TO: ___/___/___</p> <p>F4=MENU F5=MAIN</p> | | |

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

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

```