# **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 <u>ASAP Request Processes</u>: 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 <u>Payment Packaging</u>: 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 <u>Payment Delivery Method</u>: 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 savailable balance.

#### MULTIPLE BANKING RELATIONSHIPS

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

## REMITTANCE BASED PAYMENT REQUESTS

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

## **SCREEN FIELDS TO NOTE**

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

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

- < **Payment Delivery Method** This 1-character field allows you to specify the method that you want your payments delivered. Type "A" for payments to be delivered via ACH or "F" for payments to be delivered via FEDWIRE.
- < **Settlement Date** The date on which you want the funds you draw to settle at your financial institution. For FEDWIRE, you must select the current date. For ACH, you must specify a business day from 1 to 32 calendar days from the current date. Note that all year fields in ASAP are four-digit fields (i.e., "2000" instead of "00").
- < Requestor Reference Number an identifier of your choosing, from 1 to 15 characters, which you may assign to each individual payment request or to an entire summary payment.
- < Cash on Hand an optional field for you to use as needed to indicate the amount of Federal funds in your Payment Requestor organization"s bank account.
- < **ASAP Sequence Number** an identifier assigned by the ASAP system when a payment request is approved. It consists of the following:

**Date** - the date the request was approved.

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

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

**Time** - the time when the request was posted.

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

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

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

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

## **ACTION FIELDS TO NOTE**

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

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

## **GETTING STARTED**

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

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

Chapter Overview

# **ACTION:**

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

SPASAP A SPASAP 08/02/2000 T		LICATION FOR PAYMENTS	08/02/00 HH:MM:SS
<2> <3> <4> <5> <6>	PAYMENT REQUEST PROCI INQUIRY MENU FEDERAL AGENCY FUNCT: RFC FUNCTIONS MENU FRB SUPPORT PROCESSIN REPORT REQUEST MENU NOTIFICATIONS	ONS MENU	
ORGANIZATION F2=EXIT	ASAP ID: ACCESS CODE:	ENTER SELECTION PRESS ENTER	NUMBER: 1

# **RESULT:**

The Payment Request Processing menu appears.

SP020A SP020AO 08/02/2000 T	A		08/02/00 HH:MM:SS
	<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:	_
F2=EXIT	ı	F5=MAIN	

# SECTION 3.1 MASTER PAYMENT REQUESTS

#### **PURPOSE**

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

#### MASTER LISTS OF ASAP ACCOUNTS

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

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

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

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

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

# **ACTION:**

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

SP020A SP020AO 08/02/2000 T	<i>2</i> 4	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<1>	TEMPLATE PAYMENT REQUEST PROMPT
	<2>	MASTER PAYMENT REQUEST PROMPT
	<3>	CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
	<4>	BOOK ENTRY ADJUSTMENT PROMPT
	<5>	PAYMENT CANCELLATION PROMPT
	<6>	INTERSTATE AUTHORIZATION TRANSFER PROMPT
		ENTER SELECTION NUMBER: 2 PRESS ENTER
F2=EXIT	1	F5=MAIN

# **RESULT:**

The Master Payment Request Prompt appears.

	/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 E	NTER
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY) 2=2ND, 3=3	RD
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
SPU25CO MASTER PAYMENT REQUEST PROMPT 08/02/2000 T
                                                                         HH:MM:SS
REQUESTOR ID:0101234 SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: \underline{S} (I=INDIVIDUAL OR S=SUMMARY) PAYMENT DELIVERY METHOD: \underline{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:
                               SHORT NAME:
RECIPIENT ID:0101111
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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
                                                                                    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:
                                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:
                                      _____/__ OR TYPE <S> TO SELECT FROM LIST
      ALC/REGION
                         SHORT NAME
                                              SEL ALC/REGION
                                                                         SHORT NAME
SEL
                                              _ 22000000/02
                                                                            US MONEY2
       11000001/
                           US MONEY1
                       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
                   MASTER PAYMENT REQUEST PROMPT
SP025CO
                                                                                   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:
                                     SHORT NAME: GRAY U
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:_____/_ OR TYPE <S> TO SELECT FROM LIST
                                             SEL ALC/REGION
                        SHORT NAME
SEL ALC/REGION
                                                                        SHORT NAME
                          US MONEY1
 S 11000001/
                                            _ 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.

	MATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 MMARY PAYMENT REQUEST MASTER ENTRY HH:MM:SS
08/02/2000 1	PAGE 1 OF 3
~	SHORT NAME: GRAY U
SETTLEMENT DATE: 08/03	8/2000 REQ REF NUM: MS1 TYPE OF PAYMENT: S
	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	<u> </u>
F1R10003	\$500,000.00
F1R103A	<del></del>
F1R103B	
F1R103C	
F1R10004	\$500,000.00
F1R104D	
F1R104E	<del></del>
ACTION: (P=POST, V	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 APPLICAT	TION FOR PAYMENTS	08/02/00
SP030EO			
08/02/2000 T			22
		P	AGE 1 OF 3
REQUESTOR ID: 01	101234 SHORT NAME:		1 01 5
	: 08/03/2000 REO REF NUM:		PE OF PAYMENT: S
	CODE/REGION: 11000001/ SHO		
RECIPIENT ID: 01			AMT REQ: 20000
CASH ON HAND:			AMT ENT:
ASAP SEQUENCE NU	JMBER:	101	
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALAN	ICE ITM
F1R10001	10000	\$500,000	
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=REFRE	ESH, E=ESCAPE, J=JUM	P)
_		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
                                                                      HH:MM:SS
SP030EO
                    SUMMARY PAYMENT REQUEST MASTER ENTRY
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
                                                          TOT AMT ENT: $20,000.00
CASH ON HAND:
                                   E1ER125R 00005 1564820
ASAP SEQUENCE NUMBER: 08/02/2000
      ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANCE $10.000.00 $490,000.00
                                                                          ITM
  F1R10001
                                 $10,000.00
                                                     $490,000.00
                                                                           01
                                 $10,000.00
  F1R10002
                                                       $490,000.00
                                                                           02
                                                       $500,000.00
  F1R10003
    F1R103A
    F1R103B
    F1R103C
                                                        $500,000.00
  F1R10004
    F1R104D
    F1R104E
              (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN
                                                    F8=PGDN
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

**STEP 4: ACTION** 

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

SP030E SP030EO 08/02/2000 T	AUTOMATED STANDARD A			08/02/00 HH:MM:SS
			PAGE	1 OF 3
REQUESTOR ID: 010	1234 SUMM	ARY POSTED		
	08/03/2000 REQ REF		TYPE OF PAYMENT	: S
AGENCY LOCATION C	ODE/REGION: 1100000	1/ SHORT NAME:	US MONEY1	
RECIPIENT ID: 010	1111 SHORT I	NAME: GRAY U	TOT AMT REQ	\$20,000.00
CASH ON HAND:			TOT AMT ENT	\$20,000.00
ASAP SEQUENCE NUM	BER: 08/02/2000 E	1ER125R 00005	1564820	
ACCOUNT ID	AMOUNT RE			ITM
F1R10001	\$10	,000.00		
F1R10002	\$10	,000.00	\$490,000.00	02
F1R10003			\$500,000.00	
F1R103A				
F1R103B				
F1R103C				
F1R10004			\$500,000.00	
F1R104D				
F1R104E				
•	OST, V=VALIDATE, R=1	•	•	
	F4=MENU F5=MAIN		F8=PGDN F9=ALC F1	U=RO
I0043 SUMMARY PAYM	ENT REQUEST POSTED :	SUCCESSFULLY.		

## **STEP 4: RESULT**

## The prompt screen appears.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
                                                                                  08/02/00
                MASTER PAYMENT REQUEST PROMPT
SP025CO
                                                                                  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)
REOUESTOR REFERENCE NUMBER: MS1
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                                   SHORT NAME: GRAY U
RECIPIENT ID: 0101111
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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
                                                                                08/02/00
DEUZDCO MASTER PAYMENT REQUEST PROMPT 08/02/2000 T
                                                                                HH:MM:SS
REQUESTOR ID:0101234 SHORT NAME: GRAY U

TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)

PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)

SETTLEMENT DATE: 08/23/2000 (MM/DD/CCYY)

BLANK FOR LIST)

BEOMETICAL MANUSCRIPT MCC2
REQUESTOR REFERENCE NUMBER: MS2
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID:0101111
                                   SHORT NAME:
                                    _____/__ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:___
     ALC/REGION SHORT NAME SEL ALC/REGION SHORT NAME
SEL
    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 AP SP030EO SUMMARY PAYMENT RE 08/02/2000 T	PLICATION FOR PAYMENTS 08/02/00 QUEST MASTER ENTRY HH:MM:SS
00,02,2000 1	PAGE 1 OF 3
REQUESTOR ID: 0101234 SHORT NAM	
SETTLEMENT DATE: 08/23/2000 REQ REF N	
AGENCY LOCATION CODE/REGION: 11000001/	
RECIPIENT ID: 0101111 SHORT NAM CASH ON HAND:	E: GRAY U TOT AMT REQ: TOT AMT ENT:
ASAP SEOUENCE NUMBER:	IOI AMI ENI:
ACCOUNT ID AMOUNT REQUES	STED AVAILABLE BALANCE ITM
F1R10001	\$490,000.00
F1R10002	\$490,000.00
F1R10003	\$500,000.00
F1R103A	
F1R103B	
F1R103C F1R10004	<u> </u>
F1R10004 F1R104D	\$300,000.00
F1R104E	
- 	<del></del>
ACTION: (P=POST, V=VALIDATE, R=REF	RESH, 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 ST	TANDARD 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 AM	OUNT REQUESTED AVA	ILABLE BALANCE	ITM
F1R10001	5000	\$490,000.00	
	5000	\$490,000.00	
F1R10003		\$500,000.00	
F1R103A			
F1R103B			
F1R103C			
F1R10004		\$500,000.00	
F1R104D		. ,	
F1R104E			
ACTION: P (P=POST, V=VA	ALIDATE, R=REFRESH, E=ES	SCAPE, 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
                                  $485,000.00 $485,000.00 $485,000.00
  F1R10001
                                                                      01
                                                                      02
  F1R10002
  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
88001
       SUMMARY WAREHOUSED PAYMENT REQUESTED POSTED SUCCESSFULLY.
```

# **STEP 3: ACTION**

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

SP030E SP030EO 08/02/2000 T	AUTOMATED STANDARD	APPLICATION FOR REQUEST MASTER	R PAYMENTS ENTRY	08/02/00 HH:MM:SS
			PAGE	1 OF 3
REQUESTOR ID: 01	101234 SU	MMARY POSTED		
	: 08/23/2000 REQ R			AYMENT: S
	CODE/REGION: 110000			
	101111 SHORT	'NAME: GRAY U		: \$10,000.00
CASH ON HAND:	TMPED: 00/02/2000 F	110012017 000002 1		: \$10,000.00
ASAP SEQUENCE NO	JMBER: 08/02/2000 E	1QP120V 000003 .	1044001	
ACCOUNT II	O AMOUNT	REQUESTED	AVAILABLE BALANCE	ITM
F1R10001		\$5,000.00	\$485,000.00	01
F1R10002		\$5,000.00		02
F1R10003			\$500,000.00	
F1R103A				
F1R103B				
F1R103C				
F1R10004			\$500,000.00	
F1R104D				
F1R104E				
	POST, V=VALIDATE, R	=REFRESH, E=ESCA		
	F4=MENU F5=MAIN		F8=PGDN F9=ALC F1	0=RO
10088 SUMMARY V	WAREHOUSED PAYMENT R	EQUESTED POSTED	SUCCESSFULLY.	

# **STEP 3: RESULT**

# The prompt screen appears.

SP025CO	AUTOMATED STANDA MASTER PAY	ARD APPLICATION F	OR PAYMENTS	08/02/00 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)  PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)  SETTLEMENT DATE: 08/23/2000 (MM/DD/CCYY)  REQUESTOR REFERENCE NUMBER: MS2						
PLEASE ENTE	R THE FOLLOWING TO DIS	SPLAY ACCOUNTS:				
	RECIPIENT ID: 0101111 SHORT NAME: GRAY U AGENCY LOCATION CODE/REGION:/_ OR TYPE <s> TO SELECT FROM LIST</s>					
SEL ALC/R	EGION SHORT NAME	SEL ALC/	REGION SH	IORT NAME		
_ 110000	01/ US MONEY1	_ 2200	0000/02 US	MONEY2		
TA MENTY DE MATA						
	F4=MENU F5=MAI	.IV				

# **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:010101234 SHORT NAME: GRAY U BANK ACCT: 1 (1=1ST, OR ENTER
TYPE OF PAYMENT: S (1=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
```

#### **STEP 1: RESULT**

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

SP025C AU SP025CO 08/02/2000 T	TOMATED STANDARD A	APPLICATIONT REQUES	ON FOR PAYMENTS T PROMPT	08/02/00 HH:MM:SS	
TYPE OF PAYMENT: S PAYMENT DELIVERY ME SETTLEMENT DATE:	(I=INDIVIDUAL OR THOD: F (A=ACH OR 08/02/2000 (MM	R S=SUMMA OR F=FEDW	RY) IRE)	F: 1_(1=1ST, OR ENTER 2=2ND, 3=3RD, 4=4TH, OR BLANK FOR LIST)	
PLEASE ENTER THE FO	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</s>				
SEL ALC/REGION	SHORT NAME	SEL .	ALC/REGION	SHORT NAME	
S 11000001/	US MONEY1	_	22000000/02	US MONEY2	
F4=MENU F5=MAIN  10089 TYPE <y> TO CONTINUE OR <n> TO CHANGE PAYMENT TYPE.</n></y>					

#### **STEP 2: ACTION**

Type Y to confirm and press Enter.

```
SP025C
              AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                           08/02/00
            MASTER PAYMENT REQUEST PROMPT
SP025CO
                                                           HH:MM:SS
08/02/2000 T
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)
SETTLEMENT DATE: 09/02/2002
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
                         SHORT NAME: GRAY U
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:__
                            ____/_ OR TYPE <S> TO SELECT FROM LIST
    ALC/REGION SHORT NAME
                                 SEL
                                     ALC/REGION
                                                     SHORT NAME
                                      22000000/02
    11000001/ US MONEY1
                                                     US MONEY2
                F4=MENU F5=MAIN
10089 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 SUMMAR	Y PAYMENT REQUEST MASTER ENTRY	HH:MM:SS
08/02/2000 T		
		1 OF 3
REQUESTOR ID: 0101234		
SETTLEMENT DATE: 08/02/200	REQ REF NUM: MS3 TYPE OF PAYMENT:	S
AGENCY LOCATION CODE/REGIO	N: 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 A	MOUNT REQUESTED AVAILABLE BALANCE	ITM
F1R10001	\$485,000.0	0
F1R10002	\$485,000.0	0
F1R10003	\$500,000.0	0
F1R103A		
F1R103B		
F1R103C		
F1R10004	\$500,000.0	0
F1R104D		
F1R104E		
ACTION: _ (P=POST, V=VALI	DATE, R=REFRESH, E=ESCAPE, J=JUMP)	
<u> </u>	F8=PGDN F9=A	LC 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.

	MATED STANDARD APPLICATION  MMARY PAYMENT REQUEST MA		08/02/00 HH:MM:SS
08/02/2000 T			
		PAGE	<b>1</b> OF <b>3</b>
REQUESTOR ID: 01012	SHORT NAME: GRAY	U	
SETTLEMENT DATE: 08/0	2/2000 REQ REF NUM: MS3	TYPE OF PAYMEN	T: S
AGENCY LOCATION CODE/	REGION: 11000001/ SHO	RT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY	U TOT AMT F	REQ: <u>100000</u>
CASH ON HAND:		TOT AMT E	INT:
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: $\underline{P}$ (P=POST,	V=VALIDATE, R=REFRESH, E=	ESCAPE, J=JUMP) F8=PGDN F9=AL	C 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
REQUESTOR ID: 0101234
                                                             TYPE OF PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
                        SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                                                          TOT AMT REQ: $100,000.00
                                                          TOT AMT ENT: $100,000.00
CASH ON HAND:
   ASAP SEQUENCE NUMBER:
                          AMOUNT REQUESTED
$50,000.00
$50,000.00
      ACCOUNT ID
                                                 AVAILABLE BALANCE
                                                                         ITM #
  F1R10001
                                                  $435,000.00
                                                                          01
  F1R10002
                                                        $435,000.00
                                                                          02
  F1R10003
                                                        $500,000.00
    F1R103A
    F1R103B
    F1R103C
                                                        $500,000.00
  F1R10004
    F1R104D
    F1R104E
ACTION:
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

# **STEP 4: ACTION**

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

```
SP030E
                                                                       08/02/00
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
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
                                                        TOT AMT ENT: $100,000.00
CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
                                              AVAILABLE BALANCE
$435,000.00
$435,000.00
      ACCOUNT ID
                         AMOUNT REQUESTED
                                                                          ITM #
 F1R10001
                                                                         01
                                  $50,000.00
                                                                         02
 F1R10002
                                  $50,000.00
 F1R10003
                                                        $500,000.00
   F1R103A
   F1R103B
   F1R103C
 F1R10004
                                                        $500,000.00
   F1R104D
   F1R104E
           F3=PRMT F4=MENU F5=MAIN
                                            F7=PGUP
10043 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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
              MASTER PAYMENT REQUEST PROMPT
                                                               HH:MM:SS
SP025CO
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:
                            SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                            _____/__ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:___
    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
REQUESTOR ID:0101234 SHORT NAME: GRAY U BANK ACCT: \frac{2}{2} (1ST, OR TYPE OF PAYMENT: \frac{8}{2} (I=INDIVIDUAL OR S=SUMMARY) \frac{2}{2} (22ND, 3=PAYMENT DELIVERY METHOD: \frac{4}{2} (A=ACH OR F=FEDWIRE) \frac{2}{2} (A=4TH OR BLANK FOR LIST)
                                                               BANK ACCT: 2 (1ST, OR ENTER
                                                                                2=2ND, 3=3RD
REQUESTOR REFERENCE NUMBER: MS4
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
                                       SHORT NAME:
                                             _/_ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:__
                         SHORT NAME SEL ALC/REGION
SEL
     ALC/REGION
                                                                         SHORT NAME
      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:

ASAP SEQUENCE NUMBER:

AMOUNT REQUESTED
                                                           TOT AMT ENT:
                                                AVAILABLE BALANCE
                                                                          ITM
                                                        $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			_				08/02/00	
SP030EO	SUMMARY	PAYMENT.	REQUEST .	MASTER ENT	:RY		HH:MM:SS	
08/02/2000 T						DAGE	1 00	_
DECLIEGEOD ID.	0101024	GIIODE		D 3 37 33		PAGE	T OF	3
REQUESTOR ID:							~	
SETTLEMENT DATE:		~					S	
AGENCY LOCATION C							01500	
RECIPIENT ID: 010	)	SHORT N	IAME: GRA	Y U		' AMT REQ:		
CASH ON HAND:					TOT	AMT ENT:		
ASAP SEQUENCE NUM	IBER:							
ACCOUNT ID	AM	OUNT REQ	UESTED	AVAILABL	E BALAN	CE ITM		
F1R10001		10000			\$435,0	00.00		
F1R10002		10000			\$435,0	00.00		
F1R10003					\$500,0	00.00		
F1R103A								
F1R103B								
F1R103C								
F1R10004					\$500 (	00.00		
F1R10004 F1R104D					ψ500, (	300.00		
F1R104D F1R104E								
ACTION: (P=PC	OST, V=VALI	DATE, R=1	REFRESH,					
				<u>F8</u>	3=PGDN	F9=ALC	F1U=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.

	O STANDARD APPLICATION FOR E RY PAYMENT REQUEST MASTER EN		08/02/00 HH:MM:SS
08/02/2000 T		PAGE	2 OF 3
	00 REQ REF NUM: MS4 T		S
RECIPIENT ID: 0101111 CASH ON HAND:	ON: 11000001/ SHORT NAME SHORT NAME: GRAY U	TOT AMT REQ	: \$21,500.00 : \$20,000.00
ASAP SEQUENCE NUMBER: ACCOUNT ID F1R104F	AMOUNT REQUESTED AVA	ILABLE BALANCE	ITM
F1R10005 F1R105G		\$500,000.00	
F1R105H F1R105I F1R10006	<del></del>	\$500,000.00	
F1R10000 F1R10007 F1R10008		\$500,000.00 \$500,000.00 \$500,000.00	
F1R10009		\$500,000.00	
ACTION: _ (P=POST, V=VA)	LIDATE, R=REFRESH, E=ESCAPE, F7=PGUP	, J=JUMP) 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 AUTOMATE	D STANDARD APPLICA	TION FOR PAYMENTS	08/02/00
SP030EO SUMM	ARY PAYMENT REQUEST	I MASTER ENTRY	HH:MM:SS
08/02/2000 T			
		PAGI	E 2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GI	RAY U	
SETTLEMENT DATE: 08/03/2	000 REQ REF NUM: N	MS4 TYPE OF PA	YMENT: S
AGENCY LOCATION CODE/REGI	ON: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GF	RAY U TOT AMT F	REQ: \$21,500.00
CASH ON HAND:		TOT AMT I	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=VA	LIDATE, R=REFRESH,	E=ESCAPE, J=JUMP)	
		F7=PGUP F8=PGDN	F9=ALC F10=RO
10034 DATA ON PREVIOUS	SUMMARY SCREEN SAY	VED.	

#### **STEP 3: RESULT**

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

```
08/02/00
SP030E
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
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
                              SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                                                        TOT AMT REQ: $21,500.00
                                                         TOT AMT ENT: $21,500.00
CASH ON HAND:
  ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
     ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANCE $10,000.00 $425,000.00
                                                                       ITM #
 F1R10001
                                                                       01
                                $10,000.00
 F1R10002
                                                                       02
                                                      $425,000.00
 F1R10003
                                                      $500,000.00
   F1R103A
   F1R103B
   F1R103C
                                                       $500,000.00
 F1R10004
   F1R104D
   F1R104E
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
        F3=PRMT F4=MENU F5=MAIN
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
                             SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                                                       TOT AMT REQ: $21,500.00
                                                       TOT AMT ENT: $21,500.00
CASH ON HAND:
  ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
     ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANCE
                                                                     ITM #
                               $10,000.00
 F1R10001
                                                   $425,000.00
                                                                     01
                               $10,000.00
  F1R10002
                                                     $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
       SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
I0043
```

#### **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.

·	02/00 MM:SS
PAGE 2	OF <b>3</b>
REQUESTOR ID: 0101234 SHORT NAME: GRAY U	01
SETTLEMENT DATE: 08/03/2000 REQ REF NUM: MS4 TYPE OF PAYM	ENT: 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 I	TM #
F1R104F	
F1R10005 \$500,000.00	
F1R105G	
F1R105H	
F1R1051	
	)3
\$1R10007 \$750.00 \$499,250.00 C	)4
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
                                                                  08/02/00
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                 SUMMARY PAYMENT REQUEST MASTER ENTRY
SP030EO
                                                                  HH:MM:SS
08/02/2000 T
                                                             PAGE
                                                                     2 OF 3
                              SHORT NAME: GRAY U
REQUESTOR ID: 0101234
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
                                                      TOT AMT ENT: $21,500.00
CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
     ACCOUNT ID AMOUNT REQUESTED
                                              AVAILABLE BALANCE ITM #
  F1R104F
                                                 $500,000.00
F1R10005
  F1R105G
  F1R105H
  F1R105I
                                  $750.00
                                                 $499,250.00
F1R10006
                                                                    0.3
F1R10007
                                 $750.00
                                                 $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
 10054 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
                    MASTER PAYMENT REQUEST PROMPT
SP025C0
                                                                                        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)
                                                                       BLANK FOR LIST)
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)
REQUESTOR REFERENCE NUMBER: MS4
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID: 0101111
RECIPIENT ID: 0101111 SHORT NAME: GRAY U AGENCY LOCATION CODE/REGION: _____/_ OR TYPE <S> TO SELECT FROM LIST
                            SHORT NAME
SEL
     ALC/REGION
                                                 SEL ALC/REGION
                                                                            SHORT NAME
                                                       22000000/02
      11000001/
                            US MONEY1
                                                                            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".

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025C
                                                                      08/02/00
MASTER PAYMENT REQUEST PROMPT 08/02/2000 T
                                                                      HH:MM:SS
REQUESTOR ID:0101234 SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)

PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)

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:
                               _____/__ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:___
    ALC/REGION SHORT NAME SEL ALC/REGION SHORT NAME
SEL
   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.

	STANDARD APPLICATION FOR PAY PAYMENT REQUEST MASTER ENTR	
00/02/2000 1		PAGE 1 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
	) REQ REF NUM: MS5 N: 11000001/ SHORT NAME: SHORT NAME: GRAY U	US MONEY1
CASH ON HAND:	SHORT NAME: GRAY U	TOT AMT REQ:
ASAP SEQUENCE NUMBER:	_	IOI AMI ENI:
~	MOUNT REQUESTED AVAILA	BLE 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=VALII	DATE, R=REFRESH, E=ESCAPE, J=	•
	F8=	PGDN F9=ALC F10=RO

# **STEP 2: ACTION**

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

	3/02/00 I:MM:SS	
	OF	3
REQUESTOR ID: 0101234 SHORT NAME: GRAY U	01	•
	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 F1	O=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.

	STANDARD APPLICATION FOR PAYMENTS LY PAYMENT REQUEST MASTER ENTRY	08/02/00 HH:MM:SS
00/02/2000 1	PAGE	2 OF 3
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
SETTLEMENT DATE: 08/03/200	0 REQ REF NUM: MS5 TYPE OF PAYMEN	T: S
AGENCY LOCATION CODE/REGIO	N: 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=VA)	IDATE, R=REFRESH, E=ESCAPE, J=JUMP)  F7=PGUP F8=PGDN F9	9=ALC F10=RO
10034 DATA ON PREVIOUS S	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 S	STANDARD A	PPLICATION	FOR PAYMENTS	08/02/00
SP030EO	SUMMARY	PAYMENT R	EQUEST MAST	TER ENTRY	HH:MM:SS
08/02/2000 T					
				]	PAGE 2 OF 3
REQUESTOR ID: 0					
				TYPE OF	
				T NAME: US MONEY	
	101111	SHORT NAI	ME: GRAY U	TOT AM:	
CASH ON HAND:				TOT AM	r ent:
ASAP SEQUENCE N	UMBER:				
ACCOUNT I	D 2	MOIINT REOI	IESTED	AVAILABLE BALAN	ICE ITM
F1R104F		THOUSE TELEC	,10111		1111
F1R10005				\$500,000.00	
F1R105G				4000,00000	
F1R105H					
F1R105I					
F1R10006	_			\$499,250.00	
F1R10007				\$499,250.00	
F1R10008	10	0000		\$500,000.00	
	22	5000		\$500,000.00	
F1R10009					
F1R10009	_				
F1R10009 ACTION: <u>P</u> (P=Po	OST, V=VALIDA	ATE, R=REF	RESH, E=ESO	CAPE, J=JUMP)	

### 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
SETTLEMENT DATE: 08/03/2000 REQ REF NIM: MG
                             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
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN
10130 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
                                                                       08/02/00
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
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
                               SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                                                         TOT AMT REQ: $325,000.00
                                                         TOT AMT ENT: $325,000.00
CASH ON HAND:
  ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
      ACCOUNT ID AMOUNT REQUESTED
                                                  AVAILABLE BALANCE
                                                                         ITM #
                                                        $425,000.00
 F1R10001
  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
10130 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 SP030EO SUMMARY PAYMENT REQUEST MASTER ENTRY 08/02/2000 T		08/02/00 HH:MM:SS
00/02/2000 1	PAGE	2 OF 3
REQUESTOR ID: 0101234 SHORT NAME: GRAY U		
SETTLEMENT DATE: 08/03/2000 REQ REF NUM: MS5		PAYMENT: S
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US M		4205 000 00
RECIPIENT ID: 0101111 SHORT NAME: GRAY U TOT CASH ON HAND:		\$325,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226	AMI ENI.	\$325,000.00
ASAF SEQUENCE NUMBER: 00/02/2000 EIQFIZOV 000002 1040220		
ACCOUNT ID AMOUNT REQUESTED AVAILABLE	BALANCE	ITM #
F1R104F		
F1R10005 \$500,000	0.00	
F1R105G		
F1R105H F1R105I		
F1R10006 \$499,250	0.00	
F1R10007 \$499,250		
F1R10008 \$100,000.00 \$500,000		01
F1R10009 \$225,000.00 \$500,000		02
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUM	IP)	
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
                                                                  08/02/00
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030EO
                  SUMMARY PAYMENT REQUEST MASTER ENTRY
                                                                  HH:MM:SS
08/02/2000 T
                                                             PAGE
                                                                     2 OF
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
                                                     TOT AMT ENT: $325,000.00
CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000002 1040226
                                               AVAILABLE BALANCE
     ACCOUNT ID AMOUNT REQUESTED
                                                                      ITM #
  F1R104F
                                                 $500,000.00
F1R10005
  F1R105G
  F1R105H
  F1R105I
                                                 $499,250.00
F1R10006
F1R10007
                                                 $499,250.00
                                $100,000.00
F1R10008
                                                 $500,000.00
                                                                    0.1
F1R10009
                               $225,000.00
                                                 $500,000.00
                                                                    02
           F3=PRMT F4=MENU F5=MAIN
                                        F7=PGUP F8=PGDN
        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
SHORT NAME: GRAY U

BANK ACCT: 1 (1ST, OR ENTER TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY)

PAYMENT DELIVERY METHOD: A /A ACCY CT -
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)

SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)

PEOULECTOR DEPRESSOR
                                                                 BLANK FOR LIST
REQUESTOR REFERENCE NUMBER: MS5
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                                     SHORT NAME: GRAY U
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION:__
                                     _____/__ OR TYPE <S> TO SELECT FROM LIST
SEL
      ALC/REGION
                          SHORT NAME
                                            SEL ALC/REGION
                                                                     SHORT NAME
                          US MONEY1
                                                                     US MONEY2
     11000001/
                                                  22000000/02
                      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
```

# **STEP 1: RESULT**

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

	STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST MASTER ENTRY	08/02/00 HH:MM:SS
08/02/2000 T	PAGE	1 OF 3
REQUESTOR ID: 0101234		
	REQ REF NUM: MS6 TYPE OF PAY	
•	: 11000001/ SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111		IT REQ:
CASH ON HAND:	TOT AM	IT ENT:
ASAP SEQUENCE NUMBER:		
ACCOUNT ID AM	NOUNT REQUESTED AVAILABLE BALAN	CE ITM
F1R10001	\$425,000.0	0
F1R10002	\$425,000.0	
F1R10003	\$500,000.0	00
F1R103A		
F1R103B		
F1R103C		
F1R10004	\$500,000.0	00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALI	DATE, R=REFRESH, E=ESCAPE, J=JUMP) F8=PGDN F9= <i>i</i>	ALC F10=RO

# **STEP 2: ACTION**

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

SP030E			-	-			08/02/0	
SP030EO	SUMMARY	PAYMENT R	EQUEST MA	ASTER ENTRY	7		HH:MM:S	SS
08/02/2000 T								
					PAG	E	1 OF	3
REQUESTOR ID:								
SETTLEMENT DATE:	08/03/2000	REQ REF I	NUM: MS6	TY	PE OF PA	YMENT:	S	
AGENCY LOCATION	CODE/REGION:	11000001	/ SHO	ORT NAME: U	JS MONEY1			
RECIPIENT ID: 01	01111	SHORT NAI	ME: GRAY	U	TOT AM	T REQ	:	
CASH ON HAND:					TOT AM	T ENT	:	
ASAP SEQUENCE NU	MBER:							
ACCOUNT ID	AM	OUNT REQUE	STED	AVAILA	BLE BALA	NCE	ITM	
F1R10001				ξ	425,000.	00		
F1R10002				ξ	3425,000.	00		
F1R10003					\$500,000	.00		
F1R103A								
F1R103B								
F1R103C								
F1R10004					\$500,000	.00		
F1R104D								
F1R104E								
ACTION: (P=E	POST, V=VALII	DATE, R=RE	FRESH, E	ESCAPE, J	=JUMP)			
	•	•	,	F8=	PGDN F9:	-ALC	F10=R0	

**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.

SP030EO SUMM	ED STANDARD APPLICATION FOR PAYMENTS 08/02/00 ARY PAYMENT REQUEST MASTER ENTRY HH:MM:SS
AGENCY LOCATION CODE/REG	PAGE 2 OF 3 SHORT NAME: GRAY U 000 REQ REF NUM: MS6 TYPE OF PAYMENT: S ION: 11000001/ SHORT NAME: US MONEY1 SHORT NAME: GRAY U TOT AMT REO:
CASH ON HAND:  CASH SEQUENCE NUMBER:  ACCOUNT ID	TOT AMT REQ  TOT AMT ENT:  AMOUNT REQUESTED AVAILABLE BALANCE ITM
F1R104F F1R10005 F1R105G	\$500,000.00
F1R105H F1R105I F1R10006	\$499,250.00
F1R10007 F1R10008 F1R10009	\$499,250.00 \$500,000.00 \$500,000.00
ACTION: _ (P=POST, V=V	ALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)  F7=PGUP F8=PGDN F9=ALC F10=R0
10034 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.

SDUSUE	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00
SP030EO	
08/02/2000 T	SOUND THIS NEED TO SEE THAT THE SEE THAT THE SEE THE S
00/02/2000 1	PAGE 2 OF 3
REQUESTOR ID: 01	01234 SHORT NAME: GRAY U
	08/03/2000 REO REF NUM: MS6 TYPE OF PAYMENT: S
AGENCY LOCATION	CODE/REGION: 11000001/ SHORT NAME: US MONEY1
RECIPIENT ID: 01	
CASH ON HAND:	TOT AMT ENT:
ASAP SEQUENCE NU	MBER:
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=R0

# **STEP 3: RESULT**

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

	MATED STANDARD APPLICATION FOR PAYMENT JMMARY PAYMENT REQUEST MASTER ENTRY	TS 08/02/00 HH:MM:SS
0070272000 1		PAGE 2 OF 3
REQUESTOR ID: 0101234		
SETTLEMENT DATE: 08/03	3/2000 REQ REF NUM: MS6	TYPE OF PAYMENT: S
AGENCY LOCATION CODE/F		NEY1
RECIPIENT ID: 0101111		OT AMT REQ: \$150,000.00
CASH ON HAND:	TO	OT AMT ENT: \$150,000.00
ASAP SEQUENCE NUMBER:		
ACCOUNT ID	AMOUNT REQUESTED AVAILABLE	BALANCE ITM
F1R104F		.00
F1R10005	\$500,0	00.00
F1R105G F1R105H		
F1R105H F1R105I	<del></del>	
F1R10006	\$75,000.00 \$499,2	50 00
F1R10007	\$75,000.00 \$499,2	
F1R10008	\$500,0	
F1R10009	\$500,0	
ACTION: (P=POST,	V=VALIDATE, R=REFRESH, E=ESCAPE, J=C	JUMP)
F3=PRMT F4=MENU	F5=MAIN F7=PGUP F8=PG	GDN
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

rayment Request Frompt scr	CII.		
	ED STANDARD APPLICATI NARY PAYMENT REQUEST M		08/02/00 HH:MM:SS
08/02/2000 1		PAGE	2 OF 3
REQUESTOR ID: 0101234		FAGE	2 OF 3
SETTLEMENT DATE: 08/03/2 AGENCY LOCATION CODE/REG	~		PAYMENT: S
RECIPIENT ID: 0101111	SHORT NAME: G	RAY 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	Y=VALIDATE, R=REFRESH,	E=ESCAPE, J=JUMP)	
F3=PRMT F4=MENU F5	=MAIN	F7=PGUP F8=PGDN	
E0629 REQUEST EXCEEDS T	HE DAILY MAXIMUM DRAW	LIMIT.	
·			

## **STEP 4: RESULT**

The prompt screen appears.

```
SP025C
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                               08/02/00
                 MASTER PAYMENT REQUEST PROMPT
SP025CO
                                                                               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)
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)
BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: MS6
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                                 SHORT NAME: GRAY U
RECIPIENT ID: 0101111
                                    _____/__ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:__
     ALC/REGION SHORT NAME SEL ALC/REGION SHORT NAME
SEL
     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 1 TYPE OF PAYMENT: S (I=INDIVIDUAL OR S=SUMMARY) 2=2ND, 3= PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE) 4=4TH, OR SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY) BLANK FOR LIST)
                                                                BANK ACCT: 1 (1ST, OR ENTER
                                                                                2=2ND, 3=3RD
                                                                               4=4\text{TH}, OR
REQUESTOR REFERENCE NUMBER: MS7
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
RECIPIENT ID:0101111
                                     SHORT NAME:
                                       _____/__ OR TYPE <S> TO SELECT FROM LIST
AGENCY LOCATION CODE/REGION:___
                        SHORT NAME SEL
      ALC/REGION
                                                      ALC/REGION
                                                                          SHORT NAME
      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.

	TANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST MASTER ENTRY	08/02/00 HH:MM:SS
	PAGE	1 OF 3
REQUESTOR ID: 0101234		
SETTLEMENT DATE: 08/03/2000	~	F PAYMENT: S
	11000001/ SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111		IT REQ:
CASH ON HAND:	TOT AN	IT ENT:
ASAP SEQUENCE NUMBER:	NAME DECLIEGED	
	OUNT REQUESTED AVAILABLE BALAN	
F1R10001	\$425,000.0	
F1R10002	\$425,000.0	
F1R10003	\$500,000.	00
F1R103A _		
F1R103B	<del></del>	
F1R103C _		
F1R10004	\$500,000.	00
F1R104D		
F1R104E		
ACTION: (P=POST, V=VALID	ATE, 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

request.			
SP030E	AUTOMATED STANDARD APPLICA	ATION FOR PAYMENTS	08/02/00
SP030EO 08/02/2000 T	SUMMARY PAYMENT REQUES	T MASTER ENTRY	HH:MM:SS
00,02,2000 1		PA	GE 1 OF 3
REQUESTOR ID: 01	101234 SHORT NAME:	GRAY U	
SETTLEMENT DATE:	: 08/03/2000 REQ REF NUM	I: MS7 TYPE	OF PAYMENT: S
AGENCY LOCATION	CODE/REGION: 11000001/ SH	ORT NAME: US MONEY1	
RECIPIENT ID: 01	101111 SHORT NAME:	GRAY U TOT	AMT REQ: <u>10000</u>
CASH ON HAND:		TOT 2	AMT ENT:
ASAP SEQUENCE NU	UMBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALANC	CE ITM
F1R10001		<u>\$425,000.</u>	00
F1R10002		\$425,000.	00
F1R10003		\$500,000.	00
F1R103A	2500	_	
F1R103B	2500	_	
F1R103C	<u></u>	_	
F1R10004		\$500,000.	00
F1R104D	2500	_	
F1R104E	2500	_	
ACTION: P (E	P=POST, V=VALIDATE, R=REFRES	SH, E=ESCAPE, J=JUMP)	
<del>-</del>	·	F8=PGDN F9=A	LC F10=RO

**STEP 2: RESULT** 

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

SP030E SP030EO	AUTOMATED STANDARD APPLICA	ATION FOR PAYMENTS MASTER ENTRY	
08/02/2000 T			1111 1111 00
		_	E 1 OF 3
	01234 SUMMARY POS		
SETTLEMENT DATE:	08/03/2000 REQ REF NUM:	MS7 TYPE OF	' PAYMENT: S
AGENCY LOCATION	CODE/REGION: 11000001/ SH	HORT NAME: US MONEY1	
RECIPIENT ID: 01	01111 SHORT NAME:	GRAY U TOT AMT RE	Q: \$10,000.00
CASH ON HAND:		TOT AMT EN	T: \$10,000.00
ASAP SEQUENCE NU	MBER: 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	\$2,500.0	00	
F1R103C			
F1R10004	\$5,000.0	00 \$495,000.00	02
F1R104D	\$2,500.0	00	
F1R104E	\$2,500.	00	
ACTION: (P=	POST, V=VALIDATE, R=REFRESH	H, E=ESCAPE, J=JUMP)	
F3=PRMT F4=	=MENU F5=MAIN	F8=PGDN	
I0043 SUMMARY P.	AYMENT REQUEST POSTED SUCCE	ESSFULLY.	

## **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
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.

## **STEP 3: RESULT**

The prompt screen appears.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS

MASTER PAYMENT REQUEST PROMPT
SP025C
                                                                                           08/02/00
SP025CO
                                                                                              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
                          SHORT NAME SEL ALC/REGION SHORT NAME
      ALC/REGION
SEL
       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 co	ntain examples o	of how to use	the Master	Individual	Payment 1	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
                   MASTER PAYMENT REQUEST PROMPT
SP025C0
                                                                                       HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234 SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER TYPE OF PAYMENT: \underline{I} (I=INDIVIDUAL OR S=SUMMARY) 2=2ND, 3=3RD PAYMENT DELIVERY METHOD: \underline{F} (A=ACH OR F=FEDWIRE) 4=4TH, OR SETTLEMENT DATE: \underline{08/02/2000} (MM/DD/CCYY) BLANK FOR LIST)
                                                                      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
     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
                   MASTER PAYMENT REQUEST PROMPT
 SP025CO
                                                                            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)

PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)

BANK ACCT: 1 (1ST, OR ENTER 2=2ND, 3=3RD 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
     ALC/REGION SHORT NAME SEL ALC/REGION
                                                                SHORT NAME
  S 11000001/ US MONEY1 _ 22000000/02 US MONEY2
            F4=MENU F5=MAIN
10089 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
                                                  BANK ACCT: 1 (1ST, OR ENTER
                           SHORT NAME: GRAY U
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
                                                       BLANK FOR LIST)
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)
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
     ALC/REGION
                    SHORT NAME
                                     SEL ALC/REGION
                                                           SHORT NAME
SEL
     11000001/
                    US MONEY1
                                          22000000/02
                                                          US MONEY2
                          F4=MENU F5=MAIN
10089 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 SP030BO 08/02/2000 T	AUTOMATED STANDARD APPLICA' INDIVIDUAL PAYMENT REQUE		08/02/00 HH:MM:SS
33, 32, 2333 1		PAGE	1 OF 5
REQUESTOR ID: 010	01234 SHORT NAME: (		
SETTLEMENT DATE:	08/02/2000	TYPE OF	PAYMENT: I
AGENCY LOCATION (	CODE/REGION: 11000001/ SHO	ORT NAME: US MONEY1	
RECIPIENT ID: 010	01111 SHORT NAME: (	GRAY U	
REQUESTOR REFEREN	NCE NUM: MI1	CASH ON HAND	:
ASAP SEQUENCE NUM	MBER:		
ACCOUNT ID	AMOUNT REQUESTED	AVAILABLE BALAN	CE
REQ R	EF NUM		ITM #
F1R10001		\$425,000.0	00
MI1_			
F1R10002		\$425,000.0	00
MI1_			
F1R10003		\$495,000.0	00
F1R103A			
F1R103B			
F1R103C			
MI1_			
ACTION: _ (P=P	OST, 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 APP	LICATION FOR PAYMENTS	08/02/00
SP030BO		EOUEST MASTER ENTRY	
08/02/2000 T		~	
		PAGE	<u>3</u> OF 5
REQUESTOR ID		SHORT NAME: GRAY U	
SETTLEMENT D	ATE: 08/02/2000	TYPE OF	' PAYMENT: I
AGENCY LOCAT	ION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID	: 0101111	SHORT NAME: GRAY U	
REQUESTOR RE	FERENCE NUM: MI1	CASH ON HAN	ID:
ASAP SEQUENC	E NUMBER:		
ACCOUNT	ID AMOUNT REQUEST	TED AVAILABLE BALA	NCE
	REQ REF NUM		ITM #
F1R10001	25000	\$425,000	.00
	MI1-1		
F1R10002	25000	\$425,000	.00
	MI1 <u>-2</u>		
FIRIUUU3		\$495,000	.00
F1R103A			
F1R103B			
F1R103C			
	MI1		
$ACTION: \overline{J}$	(P=POST, V=VALIDATE, R=REFR		
		F8=PGDN	

# **STEP 3: RESULT**

The third page of accounts appears to request funds.

SP030B	AUTOMATED STANDARD APP	LICATION FOR PAYMENTS	08/02/00
SP030BO		EQUEST MASTER ENTRY	, - ,
08/02/2000	Г		
			3 OF 5
REQUESTOR II		SHORT NAME: GRAY U	
	DATE: 08/02/2000		PAYMENT: I
	FION CODE/REGION: 11000001/		
RECIPIENT I		SHORT NAME: GRAY U	
	EFERENCE NUM: MI1	CASH ON HAND:	
ASAP SEQUEN			
	I ID AMOUNT REQUES:	TED AVAILABLE BALAN	
	REQ REF NUM		ITM #
F1R105G		<u> </u>	
	MI1		
F1R10006		\$499,250	.00
-1-10005	MI1	+400.050	
F1R10007		\$499,250	.00
-1-10000	MI1	<b>*</b> 500.000	
F1R10008		\$500,000	.00
	MI1		
A CITT ON .	/ D_ DOOR	DECLI E-ECCADE T-TIMD\	
ACTION.	(P=POST, V=VALIDATE, R=REFR	•	
I0050 JUMP :	SUCCESSFUL. ALL DATA ON PRE	F7=PGUP F8=PGDN VIOUS PAGE SAVED BUT NOT I	POSTED.

### STEP 4: ACTION

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

```
SPOSOR
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       08/02/00
SP030B0
                   INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
                                                                       HH:MM:SS
08/02/2000 T
                                                          PAGE
                                                                            5
REQUESTOR ID: 0101234
                                         SHORT NAME: GRAY U
SETTLEMENT DATE: 08/02/2000
                                                         TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/
                                         SHORT NAME: US MONEY1
RECIPIENT ID: 0101111
                                         SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1
                                                      CASH ON HAND:
ASAP SEQUENCE NUMBER:
    ACCOUNT ID
                          AMOUNT REQUESTED
                                                 AVAILABLE BALANCE
           REQ REF NUM
                                                                           ITM #
  F1R105G
            MI1_
F1R10006
                          10000
                                                         $499,250.00
            MI1-3_
F1R10007
                          10000
                                                         $499,250.00
            MI1-4
F1R10008
                                                         $500,000.00
            MI1
            (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION: P
                                                  F7=PGUP F8=PGDN
10054 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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                        08/02/00
SP030B
SP030B0
                    INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
                                                                       HH:MM:SS
08/02/2000 T
                                                           PAGE
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
                                                              CASH ON HAND:
REQUESTOR REFERENCE NUM: MI1
ASAP SEQUENCE NUMBER: 08/02/2000 E10P120V REST OF SEQNUM DISPLAYED BELOW
     ACCOUNT ID
                         AMOUNT REQUESTED
                                                  AVAILABLE BALANCE
            REQ REF NUM
                                                                           ITM #
F1R10001
                                  $25,000.00
                                                         $400,000.00
             MI1-1
                                                            SEQNUM: 000001 01
F1R10002
                                  $25,000.00
                                                         $400,000.00
                                                            SEQNUM: 000002 01
             MI1-2
F1R10003
                                                         $495,000.00
  F1R103A
  F1R103B
  F1R103C
             MT1
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
       F3=PRMT F4=MENU F5=MAIN
                                                   F8=PGDN F9=ALC F10=RO
10081 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
                    INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
                                                                       HH:MM:SS
SP030B0
08/02/2000 T
                                                                            5
                                                          PAGE
                                                                   3 OF
REQUESTOR ID: 0101234
                              REQUEST(S) POSTED
SETTLEMENT DATE: 08/02/2000
                                                          TYPE OF PAYMENT: I
AGENCY LOCATION CODE/REGION: 11000001/
                                          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111
                                          SHORT NAME: GRAY U
REQUESTOR REFERENCE NUM: MI1
                                                            CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
     ACCOUNT ID
                          AMOUNT REQUESTED
                                                AVAILABLE BALANCE
            REQ REF NUM
                                                                           ITM #
F1R10001
                                 $25,000.00
                                                        $400,000.00
                                                            SEQNUM: 000001 01
             MI1-1
F1R10002
                                  $25,000.00
                                                        $400,000.00
                                                            SEQNUM: 000002 01
             MI1-2
F1R10003
                                                         $495,000.00
  F1R103A
  F1R103B
  F1R103C
             MT1
             (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION: J
       F3=PRMT F4=MENU F5=MAIN
                                            F7=PGUP F8=PGDN F9=ALC F10=R0
10081 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
SP030B0
                    INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
                                                                        HH:MM:SS
08/02/2000 T
                                                           PAGE
                                                                    3 OF
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
                                   $10,000.00
F1R10006
                                                         $489,250.00
                                                            SEQNUM: 000003 01
             MI1-3
F1R10007
                                   $10,000.00
                                                          $489,250.00
                                                            SEQNUM: 000004 01
             MI1-4
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
10048 JUMP FUNCTION SUCCESSFULLY PERFORMED.
```

### STEP 6: ACTION

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

```
SPOSOR
                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
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
      F3=PRMT F4=MENU F5=MAIN F7=PGUP F8=PGDN F9=ALC F10=R0
10048 JUMP FUNCTION SUCCESSFULLY PERFORMED.
```

## **STEP 6: RESULT**

## The prompt screen appears.

```
SP025C
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      08/02/00
                MASTER PAYMENT REQUEST PROMPT
SP025CO
                                                                      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)
SETTLEMENT DATE: 08/02/2000 (ABC)
                                                                  2=2ND, 3=3RD
                                                                  4=4TH, OR
                                                          BLANK FOR LIST)
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)
REQUESTOR REFERENCE NUMBER: MI1
PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:
                              SHORT NAME: GRAY U
RECIPIENT ID: 0101111
AGENCY LOCATION CODE/REGION: ____/_ OR TYPE <S> TO SELECT FROM LIST
    ALC/REGION SHORT NAME SEL ALC/REGION
SEL
                                                             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
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
    ALC/REGION
                    SHORT NAME SEL ALC/REGION
                                                        SHORT NAME
    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 SP030B0 08/02/2000 1	INDIVIDUAL PAYMENT REQUEST N		08/02/00 HH:MM:SS
, , , ,			<b>1</b> OF <b>5</b>
SETTLEMENT I	D: 0101234 SHORT NAME: GRAY DATE: 08/03/2000 FION CODE/REGION: 11000001/ SHORT D: 0101111 SHORT NAME: GRAY	TYPE OF NAME: US MONEY1	PAYMENT: I
_	EFERENCE NUM: MI2		ND:
	F ID AMOUNT REQUESTED REO REF NUM	AVAILABLE BALAN	ICE ITM #
F1R10001	MI2	\$400,000.	· ·
F1R10002	MI2	\$400,000.	00
F1R10003 F1R103A F1R103B	MIZ	\$495,000.	00
F1R103B F1R103C			
ACTION:	MI2(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.

```
08/02/00
SP030B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                  INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
SP030B0
                                                                     HH:MM:SS
08/02/2000 T
                                                                           5
                                                         PAGE
                                                                1 OF
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:
                         AMOUNT REQUESTED AVAILABLE BALANCE
     ACCOUNT ID
           REQ REF NUM
                                                                          ITM #
                         1000_
                                                       $400,000.00
F1R10001
                         1000
F1R10002
                                                       $400,000.00
            MI2-2_{\underline{\phantom{0}}}
F1R10003
                                                       $495,000.00
 F1R103A
  F1R103B
  F1R103C
            MT2
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
                   INDIVIDUAL PAYMENT REQUEST MASTER ENTRY
                                                                    HH:MM:SS
SP030B0
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
REOUESTOR REFERENCE NUM: MI2
                                                      CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
     ACCOUNT ID
                        AMOUNT REQUESTED AVAILABLE BALANCE
            REQ REF NUM
                                                                        ITM #
                                  $1,000.00
F1R10001
                                                      $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
ACTION: _
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
         F3=PRMT F4=MENU F5=MAIN
                                            F8=PGDN F9=ALC F10=RO
  10083 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
                                                               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
REOUESTOR REFERENCE NUM: MI2
                                                     CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V REST OF SEQNUM DISPLAYED BELOW
    ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANCE
           REQ REF NUM
                                                                       ITM #
F1R10001
                                 $1,000.00
                                                     $399,000.00
           MI2-1
                                                        SEQNUM: 000005 01
F1R10002
                                 $1,000.00
                                                     $399,000.00
                                                        SEQNUM: 000006 01
           MI2-2
F1R10003
                                                     $495,000.00
 F1R103A
  F1R103B
  F1R103C
ACTION: _
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
        F3=PRMT F4=MENU F5=MAIN
                                               F8=PGDN F9=ALC F10=RO
  10083 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
TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)
PAYMENT DELIVERY MERIOD:
                                                  BANK ACCT: 1 (1ST, OR 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: 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
MASTER PAYMENT REQUEST PROMPT 08/02/2000 T
                                                                  HH:MM:SS
                         SHORT NAME: GRAY U
REQUESTOR ID: 0101234
                                                 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
     ALC/REGION
                     SHORT NAME
                                     SEL ALC/REGION
                                                          SHORT NAME
SEL
    11000001/
                                         22000000/02
                   US MONEY1
                                                         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 INDIVIDU	AL PAYMENT REQUEST MASTER ENTRY HH:MM:SS			
08/02/2000 T				
	PAGE 1 OF 1			
REQUESTOR ID: 0101234				
SETTLEMENT DATE: 08/03/2000				
The state of the s	: 22000000/02 SHORT NAME: US MONEY2			
RECIPIENT ID: 0101111				
REQUESTOR REFERENCE NUM: MI	2 CASH ON HAND:			
ASAP SEQUENCE NUMBER:				
	AMOUNT REQUESTED AVAILABLE BALANCE			
REQ REF NUM	ITM #			
F2R10001	\$200,000.00			
MI2				
F2R10002	\$200,000.00			
MI2				
F2R10003	\$200,000.00			
MI2				
F2R10004	\$200,000.00			
MI2				
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				

# **STEP 5: ACTION**

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

	STANDARD APPLICATION FOR PAYMEN L PAYMENT REQUEST MASTER ENTRY	
		PAGE 1 OF 1
RECIPIENT ID: 0101111 REQUESTOR REFERENCE NUM: MI2	22000000/02 SHORT NAME: US SHORT NAME: GRAY U	TYPE OF PAYMENT: I S MONEY2 HAND:
ASAP SEQUENCE NUMBER: ACCOUNT ID	AMOUNT REQUESTED AVAIL	LABLE BALANCE
REQ REF NUM F2R10001 MI2-3	10000_	ITM# \$200,000.00
F2R10002		\$200,000.00
MI2 F2R10003	5000	\$200,000.00
F2R10004 MI2		\$200,000.00
ACTION: P (P=POST, V=VALI)	DATE, R=REFRESH, E=ESCAPE, J=J	UMP)

**STEP 5: RESULT** 

This page of requests is approved and posted.

# **STEP 6: ACTION**

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

SP030B AUTOMA	TED STANDARD APPLICATION FOR PA	YMENTS	08/02/00	
SP030BO INDIV	VIDUAL PAYMENT REQUEST MASTER E	NTRY	HH:MM:SS	
08/02/2000 T	-			
		PAGE	1 OF 1	
REQUESTOR ID: 0101234	REQUEST(S) POSTED			
SETTLEMENT DATE: 08/03/2	2000	TYPE OF	PAYMENT: I	
AGENCY LOCATION CODE/REG	GION: 22000000/02 SHORT NAME	: US MONEY2		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U			
REQUESTOR REFERENCE NUM:	: MI2 CAS	SH ON HAND:		
ASAP SEQUENCE NUMBER: 08	3/02/2000 E1QP120V REST OF SEQN	UM DISPLAYED	BELOW	
ACCOUNT ID	AMOUNT REQUESTED A	VAILABLE BAL	ANCE	
REQ REF NUM			ITM #	
F2R10001	\$10,000.00	\$190,00	0.00	
MI2-3		SEQNUM:	000007 01	
F2R10002		\$200,0	00.00	
MI2				
F2R10003	\$5,000.00	\$195,0	00.00	
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	
10083 NEXT DAY PAYMENT E	REQUESTS APPROVED.			

# STEP 6: RESULT

The Payment Request Processing menu appears.

SP020A SP020AO 08/02/2000 T	Α	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02 PAYMENT REQUEST PROCESSING HH:MM	
	<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 SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<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: $\underline{3}$ PRESS ENTER
F2=EXIT	F5=MAIN

# **RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP320AO CREATE PAYMENT REQUESTOR TEMPLATE PROMPT 08/02/2000 T	
ACTION: <a> ADD TEMPLATE  <c> CHANGE TEMPLATE  <d> DELETE TEMPLATE  <b> BUILD REMITTANCE DATA</b></d></c></a>	
REQUESTOR ID: 0101234 SHORT NAME: 0	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.

```
08/02/00
SP325A
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP325AO
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                     HH:MM:SS
08/02/2000 T
                                                    PAGE
                                                         1 OF
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=R0
```

## **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.

```
08/02/00
SP325A
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP325A0
                  CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                       HH:MM:SS
08/02/2000 T
                                                      PAGE
                                                             1 OF
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
                                            ACCOUNT ID
                 SELECT
                                        F1R10001
                   Ā
                                        F1R10002
                                        F1R10003
                                           F1R103A
                                           F1R103B
                   A
                                           F1R103C
                                       F1R10004
                                           F1R104D
                   A
                                           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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       08/02/00
SP325A
                  CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
SP325A0
                                                                       HH:MM:SS
08/02/2000 T
                                                            1 OF
    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
                                            ACCOUNT ID
                 SELECT
                                        F1R10001
                   Α
                                        F1R10002
                   Α
                                        F1R10003
                                           F1R103A
                   Α
                                           F1R103B
                                           F1R103C
                                       F1R10004
                   Α
                                           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
10045 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
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                      HH:MM:SS
SP325A0
08/02/2000 T
                                                     PAGE 1 OF
                              REQUESTOR ID: 0101234 SHORT NAME: GRAY U
   TEMPLATE NAME: FEDDRAW
   AGENCY LOCATION CODE/REGION: 11000001/
                                                        SHORT NAME: US MONEY1
   RECIPIENT ID: 0101111
                                                        SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS
                          <D> DELETE ACCOUNTS
                                           ACCOUNT ID
                SELECT
                                       F1R10001
                  Α
                  Α
                                       F1R10002
                                       F1R10003
                                          F1R103A
                  Α
                                          F1R103B
                                          F1R103C
                                       F1R10004
                                          F1R104D
                  Α
                                          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
10045 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
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                      HH:MM:SS
SP325A0
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
                                           ACCOUNT ID
                 SELECT
                                     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
```

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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       08/02/00
SP325A
SP325A0
                                                                       HH:MM:SS
                  CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
08/02/2000 T
                                                         PAGE
                                                                 1 OF
    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
                                            ACCOUNT ID
                 SELECT
                                X
                                         F1R10001
                   D
                                Χ
                                        F1R10002
                                        F1R10003
                                           F1R103A
                   D
                                           F1R103B
                                           F1R103C
                                       F1R10004
                                           F1R104D
                                           F1R104E
                   Α
                                           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
SP325A0
                  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
                           <D> DELETE ACCOUNTS
SELECT <A> ADD ACCOUNTS
                 SELECT
                                            ACCOUNT ID
                                       F1R10005
                                          F1R105G
                                          F1R105H
                                          F1R105I
                                       F1R10006
                                       F1R10007
                                       F1R10008
                                       F1R10009
                                       F1R10010
                                       F1R10011
         <X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT
ACTION:
           (P=POST, R=REFRESH, E=ESCAPE)
                                                F8=PGDN F9=ALC F10=RO
```

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
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                      HH:MM:SS
SP325A0
08/02/2000 T
                                                         PAGE
                                     REQUESTOR ID: 0101234 SHORT NAME: GRAY U
    TEMPLATE NAME: FEDDRAW
    AGENCY LOCATION CODE/REGION: 11000001/
                                                            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111
                                                            SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS
                           <D> DELETE ACCOUNTS
                 SELECT
                                            ACCOUNT ID
                                       F1R10005
                                          F1R105G
                                          F1R105H
                                          F1R105I
                                       F1R10006
                                       F1R10007
                                       F1R10008
                                       F1R10009
                                       F1R10010
                                       F1R10011
         <X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT
ACTION: P (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
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                      HH:MM:SS
SP325A0
08/02/2000 T
                                                         PAGE
                                                                 2 OF
    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
                                            ACCOUNT ID
                 SELECT
                                       F1R10005
                                          F1R105G
                                          F1R105H
                                          F1R105I
                                       F1R10006
                                       F1R10007
                                       F1R10008
                                       F1R10009
                                       F1R10010
                                       F1R10011
         <X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT
ACTION:
          (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN
                                            F7=PGUP F8=PGDN
                                                                         F11=NWTP
10045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

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

```
SP325A
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      08/02/00
SP325A0
                 CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                     HH:MM:SS
08/02/2000 T
                                                         PAGE
                                                                 2 OF
    TEMPLATE NAME: FEDDRAW
                                    REQUESTOR ID: 0101234 SHORT NAME: GRAY U
    AGENCY LOCATION CODE/REGION: 11000001/
                                                            SHORT NAME: US MONEY1
    RECIPIENT ID: 0101111
                                                            SHORT NAME: GRAY U
SELECT <A> ADD ACCOUNTS
                          <D> DELETE ACCOUNTS
                 SELECT
                                            ACCOUNT ID
                                       F1R10005
                                         F1R105G
                                         F1R105H
                                         F1R105I
                                       F1R10006
                                       F1R10007
                                       F1R10008
                                       F1R10009
                                       F1R10010
                                       F1R10011
         <X>=ACCOUNT ON TEMPLATE <R>=REMITTANCE DATA ON ACCOUNT
ACTION:
          (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN
                                            F7=PGUP F8=PGDN
                                                                         F11=NWTP
10045 PAYMENT REQUESTOR TEMPLATE POSTED SUCCESSFULLY.
```

#### **STEP 4: RESULT**

The Payment Request Processing menu appears.

SP020A SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<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 SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<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: $\underline{1}$ PRESS ENTER
F2=EXIT	F5=MAIN

## **RESULT:**

The Template Payment Request Prompt appears.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     08/02/00
SP025B
SP025B0
                      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
SEL
      NAME
                           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

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
DEUZDBO TEMPLATE PAYMENT REQUEST PROMPT 08/02/2000 T
                                                                           HH:MM:SS
REQUESTOR ID: 0101234
                                SHORT NAME: GRAY U
                                                        BANK ACCT: 1 (1ST, OR ENTER
TYPE OF PAYMENT: \underline{S} (I=INDIVIDUAL OR S=SUMMARY) PAYMENT DELIVERY METHOD: \underline{A} (A=ACH OR F=FEDWIRE)
                                                                       2=2ND, 3=3RD
                                                                       4=4\mathrm{TH}, OR
SETTLEMENT DATE: 08/03/\overline{2}000 (MM/DD/CCYY)
                                                                      BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:
                                 TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _____
                                 TO A TEMPLATE NAME BELOW
       TEMPLATE
NAME
                                TEMPLATE
                                                               TEMPLATE
                       SEL NAME
                                                         SEL NAME
SEL
 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 TEMP	LATE ENTRY	HH:MM:SS
08/02/2000 T			
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	PAGE	<b>1</b> OF <b>1</b>
TEMPLATE NAME: FEDDRAW	REQ REF NUM:	TYPE OF	PAYMENT: S
SETTLEMENT DATE: 08/03/2000	)		
AGENCY LOCATION CODE/REGION	J: 11000001/	SHORT NAME: US MOI	NEY1
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT REQ:	
CASH ON HAND:	_	TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID AM	MOUNT REQUESTED	AVAILABLE BALANCE	ITM
F1R10002		\$399,000.00	
F1R10004		\$495,000.00	
F1R104D _			
F1R104E			
F1R10008		\$500,000.00	
F1R10009		\$500,000.00	
<del>-</del>	<del></del>	•	
ACTION: (P=POST, V=VALIDA	ATE, R=REFRESH, E=ESC	APE, J=JUMP)	

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
                                                                    08/02/00
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
 SP030FO
                  SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
                                                                    HH:MM:SS
 08/02/2000 T
                          SHORT NAME: GRAY U
REQUESTOR ID: 0101234
                                                         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.

	OMATED STANDARD APPLICATION			
SP030FO	SUMMARY PAYMENT REQUEST TEMP	LATE ENTRY	HH:MM:	SS
08/02/2000 T				
REQUESTOR ID: 010123	SUMMARY POSTED	PAGE	<b>1</b> OF	1
TEMPLATE NAME: FEDDRA	AW REO REF NUM:	TYPE	OF PAYMENT:	S
SETTLEMENT DATE: 08/0	03/2000			
AGENCY LOCATION CODE,	/REGION: 11000001/	SHORT NAME: US	MONEY1	
RECIPIENT ID: 0101111	L 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 E	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	
F3=PRMT I	/=VALIDATE, R=REFRESH, E=ESC F4=MENU F5=MAIN	,		
	REQUEST POSTED SUCCESSFULLY	•		

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

		CANDARD APPLICATION			
SP030FO	SUMMARY PA	YMENT REQUEST TEMPL	ATE ENTRY	HH:MM	:SS
08/02/2000 T					
REQUESTOR ID: (	0101234	SUMMARY POSTED	PAGE	1 OF	1
TEMPLATE NAME:	FEDDRAW F	REQ REF NUM:	TYPE	OF PAYMENT:	S
SETTLEMENT DATE	E: 08/03/2000				
AGENCY LOCATION	N CODE/REGION:	11000001/	SHORT NAME: US	MONEY1	
		SHORT NAME: GRAY U			
CASH ON HAND:			TOT AMT ENT:	\$3,000.00	
ASAP SEQUENCE 1	NUMBER: 08/02/2	2000 E1QM2E7V 000001	1100535		
ACCOUNT	ID AMOU	INT REQUESTED	AVAILABLE H	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=1	POST, V=VALIDAT	E, R=REFRESH, E=ESC	APE, J=JUMP)		
F3:	=PRMT F4=MENU F	5=MAIN			
I0043 SUMMARY PA	AYMENT REQUEST	POSTED SUCCESSFULLY	•		

### **STEP 3: RESULT**

## The prompt screen appears.

```
SP025B
              AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                   08/02/00
                                                                   HH:MM:SS
SP025B0
                      TEMPLATE PAYMENT REQUEST PROMPT
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

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

```
SP025B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                       08/02/00
SP025B0
                       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/\overline{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
```

#### STEP 1: RESULT

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

```
SP025B
                                                                       08/02/00
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      HH:MM:SS
SP025B0
                       TEMPLATE PAYMENT REQUEST PROMPT
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=4\mathrm{TH}, OR
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)
                                                                  BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:
                               TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _____
                               TO A TEMPLATE NAME BELOW
                 FEDWIRE PAYMENT SETTLES TODAY, CONTINUE (Y/N)
       TEMPLATE
                              TEMPLATE
                                                           TEMPLATE
                        SEL
                                                      SEL
SEL
         NAME
                              NAME
                                                           NAME
       FEDDRAW
          F4=MENU F5=MAIN
10089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

Type Y to confirm and press Enter.

		ARD APPLICATION FOR PAYMENT REQUEST PRO		
08/02/2000 T				
~		ORT NAME: GRAY U L OR S=SUMMARY)		•
		ACH OR F=FEDWIRE)		4=4TH, OR
SETTLEMENT DATE:	: 08/02/2000 (MI	M/DD/CCYY)		BLANK FOR LIST)
REQUESTOR REFERE	ENCE NUMBER:			
TEMPLATE NAME: _	T	YPE A TEMPLATE NAME	OR TYPE <s> N</s>	IEXT
	T	O A TEMPLATE NAME B	ELOW	
		SETTLES TODAY, CON	$TINUE (Y/N) \underline{Y}$	
		MPLATE	TEMPLA	===
	SEL I	NAME	SEL NAME	1
S FEDDRAW				
F4=MEN	NU F5=MAIN			
I0089 TYPE <y> TO</y>	CONTINUE OR <n></n>	TO CHANGE PAYMENT '	TYPE.	

# **STEP 2: RESULT**

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

SP030F AUTOMATED SP030FO SUMMARY 08/02/2000 T	PAYMENT REQUEST TEMPL	ATE ENTRY	08/02/00 HH:MM:SS
REQUESTOR ID: 0101234 TEMPLATE NAME: FEDDRAW		PAGE <b>1</b> TYPE OF PAYN	-
SETTLEMENT DATE: 08/02/2000	~	TIPE OF PAIR	MEINI · B
AGENCY LOCATION CODE/REGION		SHORT NAME: US MONEY	1
RECIPIENT ID: 0101111		TOT AMT REQ:	
CASH ON HAND:	_	TOT AMT ENT:	
ASAP SEQUENCE NUMBER:			
ACCOUNT ID AN	MOUNT REQUESTED	AVAILABLE BALANCE	E ITM
F1R10002		\$398,000.00	
F1R10004		\$495,000.00	
F1R104D			
F1R104E			
F1R10008	<del></del>	\$499,000.00	
F1R10009 _	<del></del>	\$499,000.00	
ACTION: (P=POST, V=VALIDA	ATE, R=REFRESH, E=ESCA	PE, J=JUMP)	

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
                             SHORT NAME: GRAY U
REQUESTOR ID: 0101234
                                                              PAGE 1 OF
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
                            3000
                                                      $499,000.00
F1R10008
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
                      SUMMARY POSTED
REQUESTOR ID: 0101234
                                                       PAGE
                                                               1 OF
                         REQ REF NUM:
TEMPLATE NAME: FEDDRAW
                                                      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
                                             TOT AMT ENT:
CASH ON HAND:
                                                             $6,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2E7V 000001 1100505
      ACCOUNT ID AMOUNT REQUESTED
                                                 AVAILABLE BALANCE ITM
                                                 $395,000.00
F1R10002
                               $3,000.00
F1R10004
                                                 $495,000.00
  F1R104D
  F1R104E
                               $3,000.00
                                                 $496,000.00
F1R10008
F1R10009
                                                 $499,000.00
ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
           F3=PRMT F4=MENU F5=MAIN
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

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

GDU30E	λΙΙΨ∩ΜλΨΨD	STANDARD APPLICATION	EOD DAVMENTO	08/02/00
		PAYMENT REQUEST TEMPI		
08/02/2000 T	SUMMARI	PAIMENI REQUEST TEMPT	LAIE ENIRI	HH • MM • 22
, . ,	0101024	CIMMADA DOCUED	DAGE	1 OF 1
~		SUMMARY POSTED		
TEMPLATE NAME		~	TYPE C	F PAYMENT: S
SETTLEMENT DAT				
AGENCY LOCATION	ON CODE/REGIO	N: 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: 08/0	2/2000 E1QM2E7V 000001	1 1100505	
ACCOUNT	ID A	MOUNT REQUESTED		BALANCE ITM
F1R10002		\$3,000.00	\$395,000.00	01
F1R10004			\$495,000.00	
F1R104D			. ,	
F1R104E				
F1R10008		\$3,000.00	\$496,000.00	0.2
F1R10009		4-7	\$499,000.00	
			¥ 22 3 7 0 0 0 1 0 0	
ACTION: (D-	-DOST 17=17AT.T	DATE, R=REFRESH, E=ESO	TADE TETIMD)	
_ `	3=PRMT F4=MEN	•	21111, 0-00MF)	
		ST POSTED SUCCESSFULLY		
TUU43 SUMMARI I	PAIMENI REQUE	SI PUSIED SUCCESSFULL	ı .	

## **STEP 4: RESULT**

#### The prompt screen appears.

```
SP025B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     08/02/00
SP025B0
                      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:__
                              TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: ___
                              TO A TEMPLATE NAME BELOW
      TEMPLATE
                             TEMPLATE
                                                          TEMPLATE
SEL
        NAME
                       SEL
                               NAME
                                                     SEL
                                                          NAME
      FEDDRAW
         F4=MENU F5=MAIN
```

# **EXAMPLE THREE**

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

- < One Federal Agency
- < One Recipient Organization
- < Accounts subject to Agency Review

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

```
SP025B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     08/02/00
SP025B0
                      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: 08/03/200
                           (MM/DD/CCYY)
                                                                BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER: TS3
TEMPLATE NAME: _
                              TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                              TO A TEMPLATE NAME BELOW
     TEMPLATE
                             TEMPLATE
                                                    TEMPLATE
SEL
      NAME
                         SEL NAME
                                              SEL
                                                     NAME
S
     FEDDRAW
         F4=MENU F5=MAIN
```

#### **STEP 1: RESULT**

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

SP030F50 SUMM	ED STANDARD APPLICATION FOR PAYMENTS 08/02 MARY PAYMENT REQUEST TEMPLATE ENTRY HH:MM	,
08/02/2000 T REQUESTOR ID: 0101234 TEMPLATE NAME: FEDDRAW SETTLEMENT DATE: 08/03/20	REQ REF NUM: TS3 TYPE OF PAYMENT: S	ŀ
AGENCY LOCATION CODE/REGI	ION: 11000001/ SHORT NAME: US MONEY1 SHORT NAME: GRAY U TOT AMT REQ:	
ACCOUNT ID F1R10002 F1R104D F1R104E	AMOUNT REQUESTED AVAILABLE BALANCE ITM \$395,000.00 \$495,000.00	
F1R10008 F1R10009	\$496,000.00 \$499,000.00	
ACTION: _ (P=POST, V=VAL	LIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F8=PGDN	

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.

	D STANDARD APPLICATION FOR ARY PAYMENT REQUEST TEMPLAT		08/02/00 HH:MM:SS
REQUESTOR ID: 0101234 TEMPLATE NAME: FEDDRAW SETTLEMENT DATE: 08/03/200	REQ REF NUM: TS3	PAGE 1 ( TYPE OF PAYM)	
	ON: 11000001/ SHORT NA SHORT NAME: GRAY U	ME: US MONEY1 TOT AMT REQ TOT AMT ENT	
1.5	AMOUNT REQUESTED AVA.	ILABLE BALANCE \$395,000.00 \$495,000.00	ITM
F1R10008	10000	\$496,000.00 \$499,000.00	
ACTION: P (P=POST, V=VAL:	IDATE, 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
                  SUMMARY PAYMENT REQUEST MASTER ENTRY
 SP030FO
                                                                  HH:MM:SS
 08/02/2000 T
 REQUESTOR ID: 0101234
                             SUMMARY POSTED
                                                         PAGE 1 OF 1
                       REQ REF NUM: TS3
TEMPLATE NAME: FEDDRAW
                                                         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
 10130 PAYMENT REQUEST(S) POSTED SUCCESSFULLY. PAYMNT IS SUBJ TO AGENCY REVIEW.
```

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

	AUTOMATED STANDARD	APPLICATION F	OR PAYMENTS	08/02/00
SP030FO	SUMMARY PAYMENT	REQUEST MASTE	R ENTRY	HH:MM:SS
08/02/2000 T				
REQUESTOR ID: 01	01234 SUM	MARY POSTED	PAGE	1 OF 1
TEMPLATE NAME: FI	EDDRAW REQ RE	F NUM: TS3	TYPI	E OF PAYMENT: S
SETTLEMENT DATE:	08/03/2000			
AGENCY LOCATION (	CODE/REGION: 110000	01/ SHOR	T NAME: US MONE	CY1
RECIPIENT ID: 01	01111 SHOR	T NAME: GRAY U	TOT AM	REQ: \$20,000.00
CASH ON HAND:			TOT AMI	ENT: \$20,000.00
ASAP SEQUENCE N	UMBER: 08/02/2000 P	3TY12OG 000002	1052067	
ACCOUNT ID	AMOUNT REQ	QUESTED	AVAILABLE BALAN	CE 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 REG	QUEST(S) POSTED SUC	CESSFULLY. PAY	MNT IS SUBJ TO	AGENCY REVIEW.

# **STEP 3: ACTION**

# The prompt screen appears.

SP025B SP025BO 08/02/2000 T		ANDARD APPLICA TE PAYMENT REQ			08/02/00 HH:MM:SS
TYPE OF PAYMENT PAYMENT DELIVERY SETTLEMENT DATE REQUESTOR REFERI	S (I=INDIVII METHOD: A : 08/03/2000 (	OUAL OR S=SUMM (A=ACH OR F= MM/DD/CCYY) 33	ARY) FEDWIRE) ATE NAME OI	R TYPE <s></s>	BLANK FOR LIST)
TEMPLATE SEL NAME _ FEDDRAW		TEMPLATE NAME	SEL	TEMPLATE NAME	
F4=MEI	NU 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

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

	OMATED STANDARD APPLICATE PAYMENT F		08/02/00 HH:MM:SS
TYPE OF PAYMENT: $\underline{S}$ PAYMENT DELIVERY ME	4 SHORT NAME (I=INDIVIDUAL OR S=SU THOD: A (A=ACH OR F=F	JMMARY) ENTER 2= PEDWIRE) 4=	2ND, 3=3RD, 4TH, OR
SETTLEMENT DATE: REQUESTOR REFERENCE	08/03/2000 (MM/DD/CONUMBER: <u>TS4</u>	CYY) BI	ANK FOR LIST)
TEMPLATE NAME:	TYPE A	A TEMPLATE NAME OT TY TEMPLATE NAME BELOW	PE <s> NEXT</s>
TEMPLATE	TEMPLATE	TEMPLATE	
SEL NAME <u>S</u> FEDDRAW	SEL NAME	SEL NAME	

# **STEP 1: RESULT**

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

	ED STANDARD APPLICATION FOR PAY ARY PAYMENT REOUEST TEMPLATE EN	
08/02/2000 T	ARI PAIMENI REQUESI IEMPLATE EN	TRI HH:MM:55
	SHORT NAME: GRAY U	PAGE 1 OF 1
TEMPLATE NAME: FEDDRAW	REQ REF NUM: TS4	TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/20	000	
AGENCY LOCATION CODE/REGI	ION: 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 AVAILA	BLE BALANCE ITM
F1R10002	\$39	95,000.00
F1R10004	\$49	95,000.00
F1R104D		
F1R104E		
F1R10008	\$49	96,000.00
F1R10009	\$49	99,000.00
ACTION: _ (P=POST, V=VAI	LIDATE, R=REFRESH, E=ESCAPE, J=	JUMP)

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 REO REF NUM: TS4 TYPE OF PAYM
 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

$395,000.00
                                                                       ITM
                                               $395,000.00
$495,000.00
F1R10002
                         750_____
F1R10004
  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
                 SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
 SP030FO
                                                                      HH:MM:SS
 08/02/2000 T
                                                         PAGE 1 OF
 REQUESTOR ID: 0101234
                            SUMMARY POSTED
REQUESTOR ID: 0101234 SUMMARY POSTED
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
                                                                       TTM
F1R10002
                                $750.00
                                                  $394,250.00
F1R10004
                                                   $495,000.00
  F1R104D
  F1R104E
F1R10008
                               $750.00
                                           $495,250.00
                                                                02
F1R10009
                                                   $499,000.00
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

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

GD030E		DA LIMENTES	00/00/00
	ED STANDARD APPLICATION FOR		
	ARY 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 P	PAYMENT: S
SETTLEMENT DATE: 08/03/20	000		
AGENCY LOCATION CODE/REG	ION: 11000001/ SHORT NA	ME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT AMT R	EO: \$1,500.00
CASH ON HAND:			NT: \$1,500.00
ASAP SEOUENCE NUMBER: 08		00365	. ,
	AMOUNT REQUESTED AVA		ITM
F1R10002	\$750.00		
F1R10004		\$495,000.00	
F1R104D		7 7	
F1R104E			
F1R10008	\$750.00 \$495,29	50.00 0	2
F1R10009		\$499,000.00	_
111110000		Ç100,00	
ACTION: (P=POST V=VA)	LIDATE, R=REFRESH, E=ESCAPE,	T=TIIMP)	
F3=PRMT F4=MEI	·	0 00111 /	
I0043 SUMMARY PAYMENT REQU	UEST POSTED SUCCESSFULLY.		

# **STEP 3: RESULT**

# The prompt screen appears.

SP025BO 08/02/2000 T REQUESTOR ID: 01 TYPE OF PAYMENT:	AUTOMATED STANDARD APPLICATE PAYMENT RE  01234 SHORT NAM S (I=INDIVIDUAL OR S=SU METHOD: A (A=ACH OR F=F	QUEST PROMPT IE: GRAY U BANK ACI IMMARY) ENTER 2=	HH:MM:SS CT: 3 (1=1ST, OR 2ND, 3=3RD,
	· ·	•	•
	08/03/2000 (MM/DD/C0	_11) BL	ANK FOR LIST)
REQUESTOR REFERE	NCE NUMBER: 184		
TEMPLATE NAME: _	TYPE A	TEMPLATE NAME OT TY TEMPLATE NAME BELOW	PE <s> NEXT</s>
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

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
SP025B0
                     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=4\mathrm{TH}, OR
                                                              BLANK FOR LIST)
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)
REQUESTOR REFERENCE NUMBER:
                             TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _____
                             TO A TEMPLATE NAME BELOW
                        TEMPLATE TEMPLATE SEL NAME
     TEMPLATE
                                                  TEMPLATE
SEL
      NAME
S
     FEDDRAW
         F4=MENU F5=MAIN
```

## **STEP 1: RESULT**

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

SP030FO SUMMARY	STANDARD APPLICATION FOR PAYN Y PAYMENT REQUEST TEMPLATE ENT	
08/02/2000 T REQUESTOR ID: 0101234 TEMPLATE NAME: FEDDRAW	SHORT NAME: GRAY U REQ REF NUM:	PAGE 1 OF 1 TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000 AGENCY LOCATION CODE/REGION RECIPIENT ID: 0101111	N: 11000001/ SHORT NAME:	
CASH ON HAND:  ASAP SEQUENCE NUMBER:  ACCOUNT ID  A	_ MOUNT REOUESTED AVAILA	TOT AMT ENT:
F1R10002 F1R10004	\$394	1,250.00 5,000.00
F1R104D _ F1R104E _ F1R10008	 	,250.00
F1R10009	\$499	,000.00
ACTION: (P=POST, V=VAL	IDATE, R=REFRESH, E=ESCAPE, J	=JUMP)

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
                            REO REF NUM:
                                                           TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
                                                          TOT AMT REQ: 60000
RECIPIENT ID: 0101111 SHORT NAME: GRAY U
CASH ON HAND: ______ASAP SEQUENCE NUMBER: ____AMOUNT REQUESTED
CASH ON HAND:
                                                          TOT AMT ENT:
                                               AVAILABLE BALANCE
                                                                       ТТМ
F1R10002
                                                  $394,250.00
F1R10004
                                                   $495,000.00
  F1R104D
                          30000
  F1R104E
                          30000
                                                  $495,250.00
F1R10008
                                                   $499,000.00
F1R10009
 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
                        SUMMARY POSTED
REQUESTOR ID: 0101234
                                                      PAGE 1 OF
TEMPLATE NAME: FEDDRAW
                          REQ REF NUM:
                                                     TYPE OF PAYMENT: S
 SETTLEMENT DATE: 08/03/2000
                                      SHORT NAME: US MONEY1
AGENCY LOCATION CODE/REGION: 11000001/
RECIPIENT ID: 0101111
                            SHORT NAME: GRAY U TOT AMT REQ: $60,000.00
                                                       TOT AMT ENT: $60,000.00
CASH ON HAND:
ASAP SEQUENCE NUMBER: 08/02/2000 T8IO450P 000003 1238904
      ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANCE
                                                                    ITM
F1R10002
                                           $394,250.00
                                                  $435,000.00
F1R10004
                              $60,000.00
                                                                    01
  F1R104D
                              $30,000.00
  F1R104E
                              $30,000.00
                                                  $495,250.00
F1R10008
                                           $499,000.00
F1R10009
ACTION:
          (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
     F3=PRMT F4=MENU F5=MAIN
                                                        F8=PGDN
10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

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

SP030F AUTOMATED STANDARD APPLI	CATION FOR PAYMENTS 0	8/02/00
	ST TEMPLATE ENTRY	
08/02/2000 T	DI IBMIBILI BIVIKI	111111111111111111111111111111111111111
REQUESTOR ID: 0101234 SUMMARY POST	ED PAGE 1 OF	1
TEMPLATE NAME: FEDDRAW REO REF NUM:		
_ ~	TIPE OF PAIMEN	11. 2
SETTLEMENT DATE: 08/03/2000	GUODE MANEL ING MONEYI	
AGENCY LOCATION CODE/REGION: 11000001/		
	GRAY U TOT AMT REQ: \$	,
CASH ON HAND:	TOT AMT ENT:	\$60,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 T8IO45	OP 000003 1238904	
ACCOUNT ID AMOUNT REQUESTED	D AVAILABLE BALANCE	ITM
F1R10002	\$394,250.00	
F1R10004 \$60,000.00	0 \$435,000.00	01
F1R104D \$30,000.00		
F1R104E \$30,000.00	0	
F1R10008	\$495,250.00	
F1R10009	\$499,000.00	
ACTION: (P=POST, V=VALIDATE, R=REFRES	. ,	
F3=PRMT F4=MENU F5=MAIN	· · · · · · · · · · · · · · · · · · ·	
10043 SUMMARY PAYMENT REQUEST POSTED SUCCE		
~		

#### **STEP 3: RESULT**

## The prompt screen appears.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025B
                                                                       08/02/00
               TEMPLATE PAYMENT REQUEST PROMPT
SP025B0
                                                                       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=4\mathrm{TH}, OR
SETTLEMENT DATE: 08/03/2000 (MM/DD/CCYY)
                                                                   BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:___
                               TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _____
                               TO A TEMPLATE NAME BELOW
                             TEMPLATE SEL
     TEMPLATE
                                                      TEMPLATE
                        SEL NAME
SEL
       NAME
                                                       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

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
SP025B0
                         TEMPLATE PAYMENT REQUEST PROMPT
                                                                                HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234
                                  SHORT NAME: GRAY U BANK ACCT: 1 (1ST, OR ENTER
REQUESTOR ID: UIUIZ54

TYPE OF PAYMENT: I (I=INDIVIDUAL OR S=SUMMARY)

TYPE OF PAYMENT: I (A=ACH OR F=FEDWIRE)
                                                                            2=2ND, 3=3RD
PAYMENT DELIVERY METHOD: F (A=ACH OR F=FEDWIRE)
SETTLEMENT DATE: 08/02/2000 (MM/DD/CCYY)
                                                                            4=4TH, OR
                                                                           BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:
                                ___ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _
                                   TO A TEMPLATE NAME BELOW:
                       TEMPLATE
SEL NAME
      TEMPLATE
NAME
FEDDRAW
                                                              TEMPLATE
                                           SEL
SEL
                                                               NAME
S
           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
SP025B0
                    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
10089 TYPE <Y> TO CONTINUE OR <N> TO CHANGE PAYMENT TYPE.
```

Type Y to confirm and press Enter.

	ED STANDARD APPLICATION FOR MPLATE PAYMENT REQUEST PRO		08/02/00 HH:MM:SS
REQUESTOR ID: 0101234 TYPE OF PAYMENT: I (I=I			
~	TYPE A TEMPLATE NAI TO A TEMPLATE NAME		JEXT
TEMPLATE		TEMPLATE	E (Y/N): <u>Y</u>
SEL NAME S FEDDRAW	SEL NAME	SEL NAME	
F4=MENU F5=MAI	N		
	E OR <n> TO CHANGE PAYMEN'</n>	T TYPE.	

# **STEP 2: RESULT**

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

	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY HH:MM:SS
	PAGE 1 OF 1
	D: 0101234 SHORT NAME: GRAY U
	DATE: 08/02/2000 TEMPLATE NAME: FEDDRAW TYPE OF PAYMENT: I
	TION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
-	O: 0101111 SHORT NAME: GRAY U
~	CASH ON HAND:
_	VI ID AMOUNT REQUESTED AVAILABLE BALANCE
	REO REF NUM ITM #
F1R10002	\$394,250.00
F1R10004 F1R104D F1R104E	\$435,000.00
F1R10008	\$495,250.00
F1R10009	\$499,000.00
ACTION:	(P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)

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

SP030C SP030CO	AUTOMATED STANDARD APPLICATION INDIVIDUAL PAYMENT REQUE		08/02/00 HH:MM:SS
08/02/2000 T	01024		1 OF 1
SETTLEMENT DATE:	.01234 SHORT NAME : 08/02/2000 TEMPLATE NAME CODE/REGION: 11000001/ .01111 SHORT NAME	E: FEDDRAW TYPE OF SHORT NAME: US MONEY1	PAYMENT: I
REQUESTOR REFERE ASAP SEQUENCE NU	ENCE NUM: CA	SH ON HAND:	
	AMOUNT REQUESTED REF NUM  1000	\$394,250.00	ITM #
F1R10004 F1R104D		\$435,000.00	
F1R104E			
F1R10008	1000	\$495,250.00	
F1R10009	1000	\$499,000.00	
ACTION: P (P=F	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 TEM	IPLATE ENTRY	HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 1
REQUESTOR ID:	0101234 REQUEST(S) POSTED		
SETTLEMENT DA	TE: 08/02/2000 TEMPLATE NAME: FED	DDRAW TYPE OF	PAYMENT: I
	ON CODE/REGION: 11000001/ SHORT		
	0101111 SHORT NAME: GRAY	. n	
	ERENCE NUM: CASH ON		
ASAP SEQU	ENCE NUMBER: 08/02/2000 E1QM2E7V R	REST OF SEQNUM DISP	LAYED BELOW
ACCOUNT	ID AMOUNT REQUESTED A	VAILABLE BALANCE	
RE	EQ REF NUM		ITM #
F1R10002	\$1,000.00	\$393,250.00	
		SEQNUM:	000009 01
F1R10004		\$435,000.00	
F1R104D			
F1R104E			
F1R10008	\$1,000.00		
			000010 01
F1R10009	\$1,000.00	\$498,000.00	
		SEQNUM:	000011 01
	=POST, V=VALIDATE, R=REFRESH, E=ESC	CAPE, J=JUMP)	
	MT F4=MENU F5=MAIN		F11=NWTP
I0081 SAME DA	Y INDIVIDUAL REQUEST(S) APPROVED.		

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

SP030C	AUTOMATED STANDARD APPLICATION	FOR PAYMENTS	08/02/00
	INDIVIDUAL PAYMENT REQUEST TE	MPLATE ENTRY	HH:MM:SS
08/02/2000 T			
		PAGE	1 OF 1
REQUESTOR ID: 0	101234 REQUEST(S) POSTED	)	
SETTLEMENT DATE	: 08/02/2000 TEMPLATE NAME: FE	DDRAW TYPE OF I	PAYMENT: I
AGENCY LOCATION	CODE/REGION: 11000001/ SHORT	' NAME: US MONEY1	
RECIPIENT ID: 0	101111 SHORT NAME: GRA	Y U	
REQUESTOR REFER	ENCE NUM: CASH ON	HAND:	
ASAP SEQUEN	CE NUMBER: 08/02/2000 E1QM2E7V	REST OF SEQNUM DISPLA	AYED BELOW
ACCOUNT I	D AMOUNT REQUESTED 2	AVAILABLE BALANCE	
REQ	REF NUM		ITM #
F1R10002	\$1,000.00	\$393,250.00	
		SEQNUM: (	000009 01
F1R10004		\$435,000.00	
F1R104D			
F1R104E			
F1R10008	\$1,000.00	\$494,250.00	
		SEQNUM: (	000010 01
F1R10009	\$1,000.00	\$498,000.00	
		SEQNUM: (	000011 01
ACTION: (P=PC	OST, V=VALIDATE, R=REFRESH, E=ESO		
F3=PRMT	F4=MENU F5=MAIN	,	F11=NWTP
I0081 SAME DAY	INDIVIDUAL REQUEST(S) APPROVED.		

#### **STEP 4: RESULT**

# The prompt screen appears.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025B
                                                                  08/02/00
              TEMPLATE PAYMENT REQUEST PROMPT
SP025B0
                                                                  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:___
                           ___ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
TEMPLATE NAME: _____
                             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

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

```
SP025B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      08/02/00
                TEMPLATE PAYMENT REQUEST PROMPT
SP025B0
                                                                      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/\overline{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
                                                   SEL
SEL
      NAME
                               NAME
                                                        NAME
     FEDDRAW
          F4=MENU F5=MAIN
```

#### STEP 1: RESULT

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

SP030CO	AUTOMATED S INDIVIDUAL				
08/02/2000	Т			PAGE	1 OF 1
REQUESTOR :	ID: <b>0101234</b>	SHORT NAME	: GRAY U		-
	DATE: 08/03/2000			TYPE OF	PAYMENT: I
AGENCY LOCA	ATION CODE/REGION:	11000001/	SHORT NAME:	US MONEY1	
RECIPIENT :	ID: <b>0101111</b>	SHORT NAME	: GRAY U		
REQUESTOR 1	REFERENCE NUM: TRA	INING	CASH ON HAN	D:	
ASAP SEQUE	NCE NUMBER:				
ACCO	UNT ID AM	OUNT REQUESTED	AVAILAB	LE BALANCE	
	REQ REF NUM				ITM #
F1R10002			\$	393,250.00	
	TRAINING				
F1R10004			\$4	135,000.00	
F1R104D					
F1R104E					
F1R10008	TRAINING		ė.	194,250.00	
FIRIUUUO	TRAINING		Ş,	194,250.00	
F1R10009	TRAINING		Ċ,	198,000.00	
FIRTOUD	TRAINING		Ų.	100,000.00	
ACTION:	(P=POST, V=VALID	מארה ס-סבבסבמנ	I E-ECCADE	T = TIIMD \	

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

9D030C	ΔΙΙΤΩΜΔΤΙ ΔΙΙΤΩΜΔΤΙ	'N STANDARD ADDI.T	CATION FOR DAVE	IFNTS	08/02/00	
		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				
08/02/2000	CO INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY HH:MM:SS					
00/02/2000	1			PAGE	1 OF 1	
REQUESTOR	ID: 0101234	SHORT NAM	E: GRAY U		-	
		000 TEMPLATE NA		TYPE O	F PAYMENT: I	
AGENCY LOCA	ATION CODE/REGI	ON: 11000001/	SHORT NAME: US	MONEY1		
		SHORT NAM				
		TRAINING				
	NCE NUMBER:					
ACCO1	UNT ID	AMOUNT REQUESTED	D AVAILABLE	BALANCE		
	REQ REF NUM				ITM #	
F1R10002		1000	\$39	3,250.00		
	TRAINING1					
F1R10004			\$435	5,000.00		
F1R104D			_			
F1R104E			_			
Ì	TRAINING	_				
F1R10008		1000	\$494	1,250.00		
	TRAINING2	_				
F1R10009		1000	\$498	3,000.00		
	TRAINING3	_				
7 CTTON: D	/ D=DOCT 17-177	LIDATE, R=REFRES	U F-FCCADE T-	· TIIMD \		
ACTION. P	(P-POSI, V=VF	LLIDAIE, K-KEFKES	n, E-ESCAPE, U=	OUMP)		

# **STEP 2: RESULT**

The system posts your entries.

SP030C	AUTOMATED STAN	DARD APPLICATI	ION FOR PAYME	NTS	08/0	2/00
SP030CO	INDIVIDUAL PA	YMENT REQUEST	TEMPLATE ENT	RY	HH: M	M:SS
08/02/2000 T						
				PAGE	1 OF	1
REQUESTOR ID:	0101234	REQUEST (S)	POSTED			
SETTLEMENT DA	ATE: 08/03/2000 T	EMPLATE NAME:	FEDDRAW	TYPE OF	PAYMENT	:: I
AGENCY LOCATI	ON CODE/REGION: 11	000001/ SHO	ORT NAME: US	MONEY1		
RECIPIENT ID:	0101111	SHORT NAME: 0	RAY U			
REQUESTOR REF	FERENCE NUM: TRAINI	NG CA	ASH ON HAND:			
1.5	QUENCE NUMBER: 08/0		V REST OF SE	QNUM DISP	LAYED BE	LOW
ACCOUNT	ID AMOUN'	r requested	AVAILABLE 1	BALANCE		
R	EQ REF NUM					ITM #
F1R10002		\$1,000.00	\$392,250.00			
1	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	,	4 /	SEONUM:	000014	01
		R=REFRESH. E=E	SCAPE. J=JUMI	-		
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F3=PRMT F4=MENU F5=MAIN						:NWTP
	AY INDIVIDUAL REQUE		).			
	RDQOD	= ( ) , III I I I I I I I I I I I I I I I I				

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
                                                                     1 OF
                                                            PAGE
                                                                              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
                         AMOUNT REQUESTED
      ACCOUNT ID
                                               AVAILABLE BALANCE
            REQ REF NUM
                                                                           ITM #
F1R10002
                                  $1,000.00
                                              $392,250.00
             TRAINING1
                                                            SEQNUM: 000012 01
                                                     $435,000.00
F1R10004
  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
           (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
ACTION:
        F3=PRMT F4=MENU F5=MAIN
                                                                        F11=NWTP
10083 NEXT DAY INDIVIDUAL REQUEST(S) APPROVED.
```

# **STEP 3: RESULT**

The Payment Request Processing menu appears.

SP020A SP020AO 08/02/2000 T	AUTOM	MATED STANDARD APPLICATION FOR PAYMENTS 08/02/0 PAYMENT REQUEST PROCESSING HH:MM:			
	<1> TEN	MPLATE PAYMENT REQUEST PROMPT			
	<2> MASTER PAYMENT REQUEST PROMPT				
	<3> CRI	EATE PAYMENT REQUESTOR TEMPLATE PROMPT			
	<4> BOO	OK ENTRY ADJUSTMENT PROMPT			
	<5> PAY	YMENT CANCELLATION PROMPT			
	<6> INT	TERSTATE 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 SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS	
	<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: $\frac{3}{2}$ PRESS ENTER	
F2=EXIT	F5=MAIN	

# **RESULT:**

The Create Payment Requestor Template Prompt appears.

SP320A SP320AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR CREATE PAYMENT REQUESTOR TEMPLATE		08/02/00 HH:MM:SS
ACTION:	<a><a> ADD TEMPLATE</a></a> <c> CHANGE TEMPLATE<d> DELETE TEMPLATE<b> BUILD REMITTANCE DATA</b></d></c>		
REQUESTOR	ID: 0101234 SHORT	NAME: GRAY U	
TEMPLATE N	AME:		
AGENCY LOC	ATION 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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP320A
                                                                     08/02/00
                                                                    HH:MM:SS
                  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
SP320AO
08/02/2000 T
    ACTION: \underline{\underline{A}} <A> ADD TEMPLATE
                 <C> CHANGE TEMPLATE
                 <D> DELETE TEMPLATE
                 <B> BUILD REMITTANCE DATA
                                                      SHORT NAME: GRAY U
       REQUESTOR ID: 0101234
       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
              CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
SP325AO
                                                            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
       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
                                                              08/02/00
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP325A0
               CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                              HH:MM:SS
                                                         PG 1 OF 3
08/02/2000 T
 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
        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
                                                               PG 3 OF 3
08/02/2000 T
 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
                                         ACCOUNT ID
                  SELECT
                                           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
SP325A0
               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
                                     ACCOUNT ID
                SELECT
                                       F1R10012
                Ā
                                       F1R10013
                A
                                       F1R10014
                                       F1R10015
       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
SP325A0
              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
                 Α
                                       F1R10012
                 Α
                                       F1R10013
                Α
                                       F1R10014
                                       F1R10015
        ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                                            F11=NWTP
      F3=PRMT F4=MENU F5=MAIN
 10045 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
SP325A0
                CREATE PAYMENT REQUESTOR TEMPLATE DETAIL
                                                                    HH:MM:SS
                                                              PG 3 OF 3
08/02/2000 T
 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
                  Α
                                           F1R10013
                  Α
                                           F1R10014
                  Α
                                            F1R10015
        <X>=ACCOUNT ON TEMPLATE
                                   <R>=REMITTANCE DATA ON ACCOUNT
        _ (P=POST, R=REFRESH, E=ESCAPE)
ACTION:
      F3=PRMT F4=MENU F5=MAIN
                                                                    F11=NWTP
10045 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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP320A
                                                                 08/02/00
                                                              HH:MM:SS
SP320AO
                 CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
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 SP320AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR CREATE PAYMENT REQUESTOR TEMPLATE		/ - /
ACTION: B	<a> ADD TEMPLATE</a> C> CHANGE TEMPLATEC> DELETE TEMPLATE <b> BUILD REMITTANCE DATA</b>		
REQUESTOR	ID: 0101234	SHORT NAME:	GRAY U
TEMPLATE 1	NAME: RBPR1		
AGENCY LOC	CATION 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 F1R10013 11000001/ US MONEY1 0101111 GRAY U F1R10014
```

## **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
```

## **STEP 6: RESULT**

The Build Template Remittance Details screen will appear.

SP327A AUTOMATE	STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP327AO BUI	D TEMPLATE REMITTANCE DETAILS	HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234 SHORT NAM	IE: GRAY U
AGENCY LOCATION CODE/RE	GION: 11000001/ SHORT NAM	IE: US MONEY1
RECIPIENT ID: 0101111	SHORT NAM	IE: GRAY U
ACCOUNT ID: F1R10012		
HEADER GUIDE:		
<a> ADD <c> CHANGE <d> D</d></c></a>		
SE	LECT REMITTANCE DATA ELEMENTS SE	Q NO.
	_	
	_	
	_	
ACTION: _ (P=POST, R=RE	RESH, 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
               BUILD TEMPLATE REMITTANCE DETAILS HH:N
PG 1 OF
SP327AO
                                                                  HH:MM:SS
08/02/2000 T
                               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
 ACCOUNT ID: F1R10012
                             AGYFUNDRECCODECFDA+SUFFIX____
 HEADER GUIDE:
<A> ADD <C> CHANGE <D> DELETE
                    SELECT
                               REMITTANCE DATA ELEMENTS
                                                          SEQ NO.
                             830327 55101 93.5680001_
                        A
                             830327 55101 93.5680002
                        Α
                             830327 55101 93.5680003
                             830327 55101 93.5680004
         P (P=POST, R=REFRESH, E=ESCAPE)
ACTION:
                                           F8=PGDN
```

### STEP 7: RESULT

The system posts the remittance codes for this account.

```
SP327A
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                               08/02/00
            BUILD TEMPLATE REMITTANCE DETAILS
SP327AO
                                                               HH:MM:SS
08/02/2000 T
                                                           PG 1 OF
 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
                           AGYFUNDRECCODECFDA+SUFFIX___
 HEADER GUIDE:
<A> ADD <C> CHANGE <D> DELETE
                    SELECT REMITTANCE DATA ELEMENTS SEQ NO.
                       A 830327 55101 93.5680001____
                                                       __ 001
                       A 830327 55101 93.5680002_____
                       A 830327 55101 93.5680003_____ 003
                       A 830327 55101 93.5680004_
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                                              F11=LIST
     F3=PRMT F4=MENU F5=MAIN
    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

## **STEP 8: ACTION**

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

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                    08/02/00
SP327A
                 BUILD TEMPLATE REMITTANCE DETAILS
SP327A0
                                                                   HH:MM:SS
08/02/2000 T
                                                               PG 1 OF
  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
                              830327 55101 93.5680002_____
                                                              002
                         A
                         Α
                              830327 55101 93.5680003__
                                                              003
                              830327 55101 93.5680004_____
                                                              004
ACTION:
          (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN
                                                                  F11=LIST
I0095
     TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

### **STEP 8: RESULT**

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

```
SP325B
                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                                08/02/00
SP325B0
                   BUILD REMITTANCE ACCOUNT LIST
                                                                                HH:MM:SS
08/02/2000 T
                                                                          PG 1 OF
                                     REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  TEMPLATE NAME: RBPR1
SELECT <S> TO BUILD REMITTANCE DATA
                                                     REMIT
      ALC/RGN SHORT NAME RECIPIENT SHORT NAME EXIST ACCOUNT ID
SEL
_ 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
SP325B0
                                                        HH:MM:SS
                   BUILD REMITTANCE ACCOUNT LIST
08/02/2000 T
                                                     PG 1 OF
 TEMPLATE NAME: RBPR1
                          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
SELECT <S> TO BUILD REMITTANCE DATA
                                       REMIT
    ALC/RGN SHORT NAME RECIPIENT SHORT NAME EXIST
                                            ACCOUNT ID
F3=PRMT F4=MENU F5=MAIN
```

## **STEP 9: RESULT**

The Build Template Remittance Details screen will appear.

SP327A AUTOMATED STAN	DARD APPLICATION FOR PAYMENTS 08/02/00
SP327AO BUILD TEM	PLATE 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</d></c></a>	
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
               BUILD TEMPLATE REMITTANCE DETAILS
SP327A0
                                                                       HH:MM:SS
08/02/2000 T
                                                                   PG 1 OF
                                                                             1
  TEMPLATE NAME: RBPR1
                                 REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
  RECIPIENT ID: 0101111
                                                        SHORT NAME: GRAY U
 ACCOUNT ID: F1R10013 HEADER GUIDE:
                               AGYFUNDRECCODECFDA+SUFFIX_
<A> ADD <C> CHANGE <D> DELETE
                       SELECT REMITTANCE DATA ELEMENTS
                                                              SEQ NO.
                          A 830327 55101 93.5680001
A 830327 55101 93.5680002
A 830327 55101 93.5680003
                               830327 55101 93.5680004
          P (P=POST, R=REFRESH, E=ESCAPE)
ACTION:
                                               F8=PGDN
```

STEP 10: RESULT

The system posts the remittance codes for this account.

```
SP327A
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                  08/02/00
                BUILD TEMPLATE REMITTANCE DETAILS
SP327AO
                                                                  HH:MM:SS
08/02/2000 T
                                                              PG 1 OF
 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____
                             830327 55101 93.5680002__
                             830327 55101 93.5680003___
                                                             003
                            830327 55101 93.5680004_
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
      F3=PRMT F4=MENU F5=MAIN
                                                                 F11=LIST
      TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

## STEP 11: ACTION

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

SP327A AUTOMATED ST	'ANDARD APPLICATION FOR PAYMENTS	08/02/00
		HH:MM:SS
08/02/2000 T		PG 1 OF 1
TEMPLATE NAME: RBPR1	REQUESTOR ID: 0101234 SHORT NA	ME: GRAY U
AGENCY LOCATION CODE/REGION	I: 11000001/ SHORT NA	ME: US MONEY1
RECIPIENT ID: 0101111	SHORT NA	ME: GRAY U
ACCOUNT ID: F1R10013		
HEADER GUIDE:	AGYFUNDRECCODECFDA+SUFFIX	
<a> ADD <c> CHANGE <d> DELET</d></c></a>	'E	
SELECT	REMITTANCE DATA ELEMENTS S	SEQ NO.
A	830327 55101 93.5680001	001
A		
A	830327 55101 93.5680003	003
A	830327 55101 93.5680004	004
_		
_		
_		
_		
_		
ACTION: (P=POST, R=REFRESH		
F3=PRMT F4=MENU F5=MAI	<del></del> -	F11=LIST
10095 TEMPLATE REMITTANCE DA	TA HAS BEEN POSTED.	

### STEP 11: RESULT

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

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

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

SELECT <S> TO BUILD REMITTANCE DATA

REMIT
SEL ALC/RGN SHORT NAME RECIPIENT SHORT NAME EXIST ACCOUNT ID

11000001/ US MONEY1 0101111 GRAY U R F1R10012

11000001/ US MONEY1 0101111 GRAY U R F1R10013

11000001/ US MONEY1 0101111 GRAY U F1R10014
```

## **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
SP325B0
              BUILD REMITTANCE ACCOUNT LIST
                                                        HH:MM:SS
08/02/2000 T
                                                    PG 1 OF
 TEMPLATE NAME: RBPR1
                          REQUESTOR ID: 0101234 SHORT NAME: GRAY U
SELECT <S> TO BUILD REMITTANCE DATA
                                      REMIT
    ALC/RGN SHORT NAME RECIPIENT SHORT NAME EXIST
                                            ACCOUNT ID
F3=PRMT F4=MENU F5=MAIN
```

## **STEP 12: RESULT**

The Build Template Remittance Details screen will appear.

SP327A AUTOMATED STAN	NDARD APPLICATION FOR PAYMENTS 08/02/00
SP327AO BUILD TEN	MPLATE 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</d></c></a>	
SELECT	REMITTANCE DATA ELEMENTS SEQ NO.
<u>_</u>	
<u>_</u>	
<u>_</u>	
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
                AUTOMATED STANDARD AFFILEMIES. 11.

BUILD TEMPLATE REMITTANCE DETAILS HH:N
PG 1 OF
SP327AO
                                                                     HH:MM:SS
08/02/2000 T
 TEMPLATE NAME: RBPR1
                                 REOUESTOR 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
                               AGYFUNDRECCODECFDA+SUFFIX____
 HEADER GUIDE:
<A> ADD <C> CHANGE <D> DELETE
                      SELECT
                                 REMITTANCE DATA ELEMENTS
                                                              SEQ NO.
                               830327 55101 93.5680001_
                          A
                               830327 55101 93.5680002
                          Α
                               830327 55101 93.5680003
                               830327 55101 93.5680004
          P (P=POST, R=REFRESH, E=ESCAPE)
ACTION:
                                              F8=PGDN
```

### STEP 13: RESULT

The system posts the remittance codes for this account.

```
SP327A
               AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                08/02/00
            BUILD TEMPLATE REMITTANCE DETAILS
SP327AO
                                                               HH:MM:SS
08/02/2000 T
                                                           PG 1 OF
 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
                           AGYFUNDRECCODECFDA+SUFFIX___
 HEADER GUIDE:
<A> ADD <C> CHANGE <D> DELETE
                    SELECT REMITTANCE DATA ELEMENTS SEQ NO.
                       A 830327 55101 93.5680001____
                                                       __ 001
                       A 830327 55101 93.5680002_____
                       A 830327 55101 93.5680003_____ 003
                           830327 55101 93.5680004_
ACTION: _ (P=POST, R=REFRESH, E=ESCAPE)
                                                               F11=LIST
     F3=PRMT F4=MENU F5=MAIN
    TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

### STEP 14: ACTION

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

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                    08/02/00
SP327A
                 BUILD TEMPLATE REMITTANCE DETAILS
SP327A0
                                                                   HH:MM:SS
08/02/2000 T
                                                               PG 1 OF
  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
                              830327 55101 93.5680002_____
                                                              002
                         A
                         Α
                              830327 55101 93.5680003__
                                                              003
                              830327 55101 93.5680004_____
                                                              004
ACTION:
          (P=POST, R=REFRESH, E=ESCAPE)
       F3=PRMT F4=MENU F5=MAIN
                                                                  F11=LIST
I0095
     TEMPLATE REMITTANCE DATA HAS BEEN POSTED.
```

### **STEP 14: RESULT**

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

```
SP325B
                   AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                                 08/02/00
SP325B0
                    BUILD REMITTANCE ACCOUNT LIST
                                                                                 HH:MM:SS
08/02/2000 T
                                                                           PG 1 OF
                                      REQUESTOR ID: 0101234 SHORT NAME: GRAY U
  TEMPLATE NAME: RBPR1
SELECT <S> TO BUILD REMITTANCE DATA
                                                      REMIT
      ALC/RGN SHORT NAME RECIPIENT SHORT NAME EXIST ACCOUNT ID
SEL
_ 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
SP325B0
                                                                                HH:MM:SS
                           BUILD REMITTANCE ACCOUNT LIST
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
     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 SP020AO 08/02/2000 T	AU	TOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<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	7	F5=MAIN

# **SECTION 3.4.2**

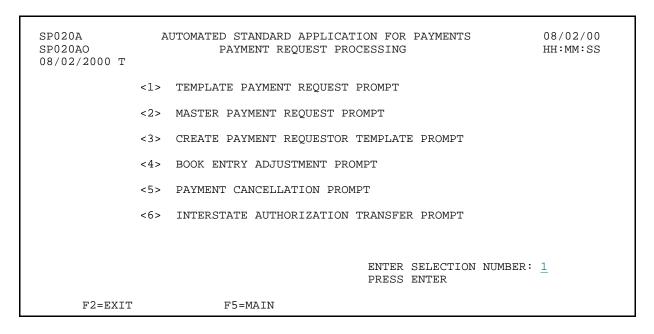
# REMITTANCE BASED PAYMENT REQUEST: TEMPLATE SUMMARY PAYMENT REQUEST

## **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.



### **RESULT:**

The Template Payment Request Prompt appears.

```
SP025B
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                             08/02/00
               TEMPLATE PAYMENT REQUEST PROMPT
SP025B0
                                                                              HH:MM:SS
08/02/2000 T
TYPE OF PAYMENT: _ (I=INDIVIDUAL OR S=SUMMARY)
PAYMENT DELIVERY METHOD: _ (A=ACH OR F=FEDWIRE)
SETTLEMENT DATE: __ / _ / MM/DD/COMA/
                                                          BANK ACCT: 1 (1ST, OR ENTER
                                                                         2=2ND, 3=3RD
                                                                          4=4TH, OR
                                                                         BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:
TEMPLATE NAME: _____ TYPE A TEMPLATE NAME OR TYPE <S> NEXT
                            TO A TEMPLATE NAME BELOW
                                    TEMPLATE LEDIE LA.

NAME SEL NAME
                                                       TEMPLATE
           TEMPLATE
NAME
FEDDRAW
                             SEL
     SEL
                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.

```
AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP025B
                                                                        08/02/00
              TEMPLATE PAYMENT REQUEST PROMPT
                                                                        HH:MM:SS
SP025B0
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)
PAYMENT DELIVERY METHOD: A (A=ACH OR F=FEDWIRE)
                                                                    2=2ND, 3=3RD
                                                                    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
SEL NAME SEL NAME
S RBPR1
           TEMPLATE
NAME
FEDDRAW
     SEL
               F4=MENU F5=MAIN
```

### STEP 1: RESULT

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

	3/02/00 I:MM:SS
08/02/2000 T	
REQUESTOR ID: 0101234 SHORT NAME: GRAY U PAGE 1 OF TEMPLATE NAME: RBPR1 REQ REF NUM: TYPE OF PAYMEN	
SETTLEMENT DATE: 08/03/2000	
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1 RECIPIENT ID: 0101111 SHORT NAME: GRAY U TOT AMT REO:	
CASH ON HAND: TOT AMT ENT:	
ASAP SEQUENCE NUMBER:	,
ACCOUNT ID AMOUNT REQUESTED AVAILABLE BALANC F1R10012 $\pm$ \$500,000.0	
AGYFUNDRECCODECFDA+SUFFIX	
830327 55101 93.5680001 830327 55101 93.5680002	
830327 55101 93.5680003	
830327 55101 93.5680004	
F1R10013 \$500,000.0 AGYFUNDRECCODECFDA+SUFFIX	0
830327 55101 93.5680001	ļ
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
                                                                     08/02/00
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
SP030FO
                 SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
                                                                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234 SHORT NAME: GRAY U
                                                         PAGE
                                                                 1 OF
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
  F1R10012
                                 4000_
                                                           $500,000.00
    AGYFUNDRECCODECFDA+SUFFIX
                                  1000
    830327 55101 93.5680001
    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.

```
SPOSOF
                AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                     08/02/00
                SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
SP030FO
                                                                     HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234 SHORT NAME: GRAY U
                                                                  2 OF
                                                         PAGE
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:
                                                   AVAILABLE BALANCE
                                 AMOUNT REQUESTED
     ACCOUNT ID
                                                                          ITM #
    830327 55101 93.5680002
    830327 55101 93.5680003
    830327 55101 93.5680004
                                                             $500,000.00
  F1R10014
    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
 10034 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
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
                                                                          TTM #
    830327 55101 93.5680002
                                1000
    830327 55101 93.5680003
                                 1000
    830327 55101 93.5680004
                                  1000
                                  4000
                                                            $500,000.00
  F1R10014
    AGYFUNDRECCODECFDA+SUFFIX
    830327 55101 93.5680001
    830327 55101 93.5680002
    830327 55101 93.5680003
                                  1000
    830327 55101 93.5680004
                                  1000
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                      F7=PGUP
 10034 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
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
                      AMOUNT REQUESTED AVAILABLE BALANCE
     ACCOUNT ID
                                                                          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
                                       $4,000.00
                                                            $496,000.00
  F1R10013
                                                                           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
 10043 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
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
                     AMOUNT REQUESTED
                                                  AVAILABLE BALANCE
     ACCOUNT ID
                                                                          ITM #
  F1R10012
                                       $4,000.00
                                                      $496,000.00
                                                                           01
    AGYFUNDRECCODECFDA+SUFFIX
                                       $4,000.00
    830327 55101 93.5680001
                                       $1,000.00
                                       $1,000.00
    830327 55101 93.5680002
    830327 55101 93.5680003
                                       $1,000.00
    830327 55101 93.5680004
                                       $1,000.00
                                                            $496,000.00
                                       $4,000.00
                                                                           02
  F1R10013
    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
 10043 SUMMARY PAYMENT REQUEST POSTED SUCCESSFULLY.
```

### STEP 4: RESULT

The Payment Request Processing Menu is displayed.

SP020A SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 PAYMENT REQUEST PROCESSING HH:MM:SS
	<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: $\underline{1}$ 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 SP020AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02 PAYMENT REQUEST PROCESSING HH:MM	
	<1> TEMPLATE PAYMENT REQUEST PROMPT	
	<2> MASTER PAYMENT REQUEST PROMPT	
	<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT	
	<4> BOOK ENTRY ADJUSTMENT PROMPT	
	<5> PAYMENT CANCELLATION PROMPT	
	<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT	
	ENTER SELECTION NUMBER: 5 PRESS ENTER	
F2=EXIT	F5=MAIN	

# **RESULT:**

The Payment Cancellation Prompt screen appears.

SP055A SP055AO 08/02/2000 T	AUTOMATED STANDARD APPLICA PAYMENT CANCELLATI		08/02/00 HH:MM:SS
ENTER:			
REQUESTOR	ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT	CATION CODE/REGION:/ ID:/ D:	SHORT NAME: SHORT NAME:	
REQUESTOR	REFERENCE NUMBER:		
REQUEST DA	ATE (MM/DD/CCYY) FROM:/	/ TO://	
	F4=MENU F5=MAIN		

## SECTION 3.3.1

## **PAYMENT CANCELLATION:**

## **GUIDE TO EXAMPLE**

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

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

# **EXAMPLE**

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.

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

SP056 SP056 08/02			STANDARD APP PAYMENT CANCE	LICATION FOR PA LLATION LIST	YMENTS	08/02/00 HH:MM:SS
ALC/F RECIE	ESTOR ID: 010: REGION:110000 PIENT ID:0101: JNT ID:	01/	SHORT NAME: SHORT NAME: SHORT NAME: REQ DATES	US MONEY1 GRAY U	PAGE 1 Q REF NUM: 00 TO: 08/02/2000	OF 1
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=MA	AIN	F9=ALC	F10=RO F11=ACC	т

## **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.

SP05 SP05 08/0			STANDARD APF PAYMENT CANCE	LICATION FOR PA	YMENTS	08/02/00 HH:MM:SS
ALC/I	ESTOR ID: 010 REGION:110000 PIENT ID:0101: UNT ID:	01/	SHORT NAME: SHORT NAME: SHORT NAME: ( REQ DATES	US MONEY1 GRAY U	PAGE 1 GQ REF NUM:	-
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEMS
<u>s</u>	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=M	AIN	F9=ALC F	'10=RO F11=ACCT	•

## **STEP 2: RESULT**

The payment detail appears.

SP057AO 08/02/2000 T			APPLICATION FOR PAYMENTS ELLATION DETAIL		08/02/00 HH:MM:SS
DE01110E DIEE.	00/00/0	200	DECURATION DET NUMBER MAGE	PAGE 1	L OF 1
			REQUESTOR REF NUM: MS2 NUMBER ITEMS: 2		
SETTLEMENT DAT	re: 08/23, ED:	/2000 \$10,000.00	REQUESTOR ID: 0101234 PAYMENT STATUS: WAREHO		ME: GRAY U
	RO ID	ASAP ACCOUNT	AMT REQUESTED	AVAILABLE	BALANCE
11000001/ 03 US MONEY1		71R10001	\$5,000.00	\$399,0	00.00
11000001/ 0: US MONEY1		T1R10002	\$5,000.00	\$392,2	250.00

### 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 SP057AO 08/02/2000 T		DARD APPLICATION FOR PAYMENT; CANCELLATION DETAIL	S 08/02/00 HH:MM:SS		
		REQUESTOR REF NUM: MS2	PAGE 1 OF 1		
SETTLEMENT DAT: TOTAL REQUESTE	E: 08/23/2000 D: \$10,0	NUMBER ITEMS: 2 REQUESTOR ID: 0101234 00.00 PAYMENT STATUS: WAREHOOD E1QP120V 00003 1044001			
-	O ID ASAP ACC	OUNT AMT REQUESTED	AVAILABLE BALANCE		
11000001/ 01	01111 F1R10001	\$5,000.00	\$399,000.00		
US MONEY1 01	GRAY U 01111 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
REQUEST DATE: 08/02/2000 REQUESTOR REF NUM: MS2
REQUEST TIME: 10:44:00 NUMBER ITEMS: 2
SETTLEMENT DATE: 08/23/2000 REQUESTOR TOTAL REQUESTOR REF NUM: MS2
TOTAL REQUESTOR TOTAL REQUESTOR REFORM TOTAL REQUESTOR REF NUM: MS2
                                                                                   PAGE
                                                                                              1 OF
                                                                                                          1
                                                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
SHORT NAME SHORT NAME
                                                    AMT REOUESTED
                                                                                 AVAILABLE BALANCE
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
                             PAYMENT CANCELLATION DETAIL
                                                                                             HH:MM:SS
SP057AO
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
                                              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 AVAISHORT NAME SHORT NAME
                                                                             AVAILABLE BALANCE
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
PAYMENT CANCELLATION DETAIL 08/02/2000 T
                                                                                  HH:MM:SS
     *** SCREEN POSTED ***
                                                                        PAGE
                                                                                      OF
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 E1QP120V 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
 10079 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	
TOTAL REQUESTED: \$10,000.00 PAYMENT STATUS: CANCEI	LED
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 00003 1044001	
ALC/REGION RO ID ASAP ACCOUNT AMT REQUESTED	AVAILABLE BALANCE
SHORT NAME SHORT NAME	¢404 000 00
11000001/ 0101111 F1R10001 \$5,000.00	\$404,000.00
US MONEY1 GRAY U	
11000001/ 0101111 F1R10002 \$5,000.00	\$397,250.00
75,000.00	Ç357,230.00
US MONEY1 GRAY U	
*** ***********************************	
ACTION: _ (E=ESCAPE)	
F3=PRMT F4=MENU F5=MAIN	F11=LIST
10079 PAYMENT(S) CANCELLED AND ACCOUNT BALANCE(S) UPDATED.	

## **STEP 5: RESULT**

# The Main Menu appears.

SP010A SP010AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FO	OR PAYMENTS 08/02/00 HH:MM:SS
	<pre>&lt;1&gt; PAYMENT REQUEST PROCESSING &lt;2&gt; INQUIRY MENU &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU &lt;4&gt; RFC FUNCTIONS MENU &lt;5&gt; FRB SUPPORT PROCESSING &lt;6&gt; REPORT REQUEST MENU &lt;7&gt; NOTIFICATIONS</pre>	
ORGANIZAT	ASAP ID FION ACCESS CODE:	ENTER SELECTION NUMBER: PRESS ENTER
F2=EXIT		