

CHAPTER 4:

MAKING ADJUSTMENTS

PURPOSE

In this chapter, you will learn how to make cash adjustments using either the **Summary Payment with Negative Draw Adjustment** or the **Book Entry Adjustment** features.

PLEASE NOTE that another adjustment option is available to you. If the amount of your adjustment exceeds what you can offset in a Summary Payment with Negative Draw, or if your organization's policies or procedures preclude you from making Negative Draws, returning funds is another alternative. However, this is NOT an adjustment that you can initiate through the ASAP system. You must have your financial institution return funds to the ASAP system. Funds may be returned via FEDWIRE or ACH.

Instructions and formats for returning funds to ASAP may be found in the Payment Formats Package. It is located on the ASAP Web site at <http://www.fms.treas.gov/asap/pay-intro.html> or contact your servicing RFC for a hard copy.

REASONS FOR ADJUSTMENTS

Adjustments typically occur following the collection of funds, the reconciliation of outlays, the drawing of funds from the wrong account by a Payment Requestor, or any other condition that results in excess cash on hand at the recipient level.

GETTING STARTED

Both the Summary Payment with Negative Draw Adjustment and the Book Entry Adjustment features are accessible through the Payment Request Processing menu. See the Example on the following page.

ACTION:

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

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP010A0          MAIN MENU                                         HH:MM:SS
08/02/2000 T

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

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

                F2=EXIT
```

RESULT:

The Payment Request Processing menu appears.

```
SP020A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP020A0          PAYMENT REQUEST PROCESSING                       HH:MM:SS
08/02/2000 T

                <1> TEMPLATE PAYMENT REQUEST PROMPT
                <2> MASTER PAYMENT REQUEST PROMPT
                <3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
                <4> BOOK ENTRY ADJUSTMENT PROMPT
                <5> PAYMENT CANCELLATION PROMPT
                <6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                   ENTER SELECTION NUMBER: __
                                   PRESS ENTER

                F2=EXIT          F5=MAIN
```

SECTION 4.1

Summary Payment with Negative Draw Adjustment

A Summary Payment with a Negative Draw Adjustment is a request for funds which includes a negative draw from one or more accounts and for which the net total of the draw is greater than zero. **The net amount of the adjustment MUST BE greater than zero - it cannot be zero, and it cannot be negative. A negative Draw ALWAYS RESULTS in a payment going to the payment requestor's bank account.** Typically, Negative Draws are used to offset payments for receivable amounts due a Federal Agency. However, Negative Draws may also be used to adjust, return, and redistribute excess cash on hand at the same time as making a funding request.

The Negative Draw feature allows the user to enter negative amounts for one or more accounts on the summary payment request as long as the total amount of the request is positive. However, users cannot increase the available balance of an account to an amount greater than the cumulative authorized amount. Each of the request processes in ASAP (**Master** and **Template**) allows for a Negative Draw when requesting a **summary payment**.

The following Example illustrates how to perform a basic Summary Payment with Negative Draw Adjustment.

EXAMPLE

Using the template created in Chapter 3, we will make a request for funds with a negative draw.

- < One Recipient Organization
- < One Federal Agency
- < One screen of accounts

STEP 1: ACTION

After selecting menu option 1 from the Payment Request Processing menu, the Template Payment Request prompt screen appears. Fill in the prompt screen as shown below and press Enter. Select the template that you created in Chapter 3.

```

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

      TEMPLATE          TEMPLATE          TEMPLATE
SEL   NAME             SEL   NAME             SEL   NAME
  S   FEDDRAW          -    RBPR1

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

The following screen appears with all accounts on the template.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW     REQ REF NUM: TRAINING        TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/ SHORT NAME:US MONEY1
RECIPIENT ID: 0101111     SHORT NAME: GRAY U          TOT AMT REQ: _____
CASH ON HAND: _____  TOT AMT ENT: _____
ASAP SEQUENCE NUMBER: _____
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002           _____          $397,250.00
F1R10004           _____          $435,000.00
  F1R104D           _____
  F1R104E           _____
F1R10008           _____          $495,250.00
F1R10009           _____          $499,000.00

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

STEP 2: ACTION

Enter the total amount requested, in the TOT AMT REQ field, which is the net total of the summary payment (positive draws minus negative draws). Enter the AMOUNT REQUESTED from each desired account. Enter a minus (-) sign in front of the negative draw amount. Type a V in the ACTION field and press Enter to validate the page.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW        REQ REF NUM: TRAINING        TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ: 3000
CASH ON HAND: _____          TOT AMT ENT:
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
  F1R104D          _____
  F1R104E          _____
F1R10008          -3000          $495,250.00
F1R10009          6000          $499,000.00

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

STEP 2: RESULT

The system validates your entries and formats all dollar amounts. Note: The pre-request available balances have not changed.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO         SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW        REQ REF NUM: TRAINING        TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/          SHORT NAME:US MONEY1
RECIPIENT ID: 0101111        SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          _____          $397,250.00
F1R10004          _____          $435,000.00
  F1R104D          _____
  F1R104E          _____
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

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

I0035 CURRENT SCREEN SUCCESSFULLY VALIDATED. NO ERRORS FOUND.
    
```

STEP 3: ACTION

Type a P in the ACTION field and press Enter to post your request.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002
F1R10004          $397,250.00
  F1R104D
  F1R104E          $435,000.00
F1R10008          $3,000.00-          $495,250.00
F1R10009          $6,000.00          $499,000.00

ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
I0035 CURRENT SCREEN SUCCESSFULLY VALIDATED. NO ERRORS FOUND.
    
```

STEP 3: RESULT

The system re-edits and posts your entries. The screen displays the updated available balances which now reflect the draws. The system also assigns an ASAP SEQUENCE NUMBER to the summary payment and ITEM NUMBERS to each component request. **Note:** The available balance for account F1R10008 increases because of the posted negative draw.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND: _____          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
  ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002
F1R10004          $397,250.00
  F1R104D
  F1R104E          $435,000.00
F1R10008          $3,000.00-          $498,250.00          01
F1R10009          $6,000.00          $493,000.00          02

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


STEP 4: ACTION

Press F4=Menu to return to the Payment Request Processing Menu.

```

SP030F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP030FO          SUMMARY PAYMENT REQUEST TEMPLATE ENTRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SUMMARY POSTED          PAGE      1 OF      1
TEMPLATE NAME: FEDDRAW          REQ REF NUM: TRAINING          TYPE OF PAYMENT: S
SETTLEMENT DATE: 08/03/2000
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT AMT REQ:$3,000.00
CASH ON HAND:          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM2D5V 000001 0900363
ACCOUNT ID          AMOUNT REQUESTED          AVAILABLE BALANCE          ITM
F1R10002          $397,250.00
F1R10004          $435,000.00
  F1R104D
  F1R104E
F1R10008          $3,000.00-          $498,250.00          01
F1R10009          $6,000.00          $493,000.00          02

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

STEP 4: RESULT

The Payment Request Processing Menu appears.

```

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

<1> TEMPLATE PAYMENT REQUEST PROMPT
<2> MASTER PAYMENT REQUEST PROMPT
<3> CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
<4> BOOK ENTRY ADJUSTMENT PROMPT
<5> PAYMENT CANCELLATION PROMPT
<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT

ENTER SELECTION NUMBER: __
PRESS ENTER

F2=EXIT          F5=MAIN
    
```

SECTION 4.2**BOOK ENTRY ADJUSTMENTS**

The Book Entry Adjustment feature allows Payment Requestors to adjust cash on hand balances between ASAP Accounts that share the same Agency Location Code/Region **without making a funding request**. It works like a journal entry in a general ledger, using increases and decreases to individual accounts to reflect adjustments. Characteristically, Book Entry Adjustments are made to adjust account balances, adjust excess cash on hand, or to correct a draw made from a wrong account.

Book Entry Adjustments may be entered for any accounts associated with a single Agency Location Code/Region. Procedurally, however, you must follow guidelines from the granting Federal Agency when making Book Entry Adjustments between ASAP accounts.

Book Entry Adjustments NEVER result in a payment going to the payment requestor's bank account, and all decreases must equal increases (the net effect of a book entry's adjustment is always zero).

In addition, the Book Entry feature precludes users from increasing the available balance of an ASAP Account to an amount greater than the cumulative authorized amount for that account.

SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this feature:

- < **Adjustment Reference Number** - an optional identifier from 1 to 15 characters which may be assigned to the book entry adjustment.
- < **Adjustment Reason** - an optional description of the adjustment entered by the user of up to 3 lines of 50 characters each.
- < **ASAP Sequence Number** - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:

Date - the date the transaction was posted.

Terminal ID - the ASAP terminal (PC connection or user ID) from which the adjustment was made.

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

- < **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
- < **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
- < **Tot Decr** - The system calculated sum of all decreases in an adjustment transaction.
- < **Tot Incr** - The system calculated sum of all increases in an adjustment transaction.
- < **ITM** - sequential numbers assigned by the system to each item within an adjustment when the adjustment is posted.

The following Example illustrates how to use the Book Entry Adjustment feature in ASAP.
To get to the starting point for the Example, follow the steps below:

ACTION:

Select item 4 from the Payment Request Processing Menu and press Enter.

```

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

                <1>  TEMPLATE PAYMENT REQUEST PROMPT
                <2>  MASTER PAYMENT REQUEST PROMPT
                <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT
                <4>  BOOK ENTRY ADJUSTMENT PROMPT
                <5>  PAYMENT CANCELLATION PROMPT
                <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                ENTER SELECTION NUMBER:  4
                                PRESS ENTER

F2=EXIT          F5=MAIN
    
```

RESULT:

The Book Entry Adjustment Prompt screen appears.

```

SP047A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP047A0          BOOK ENTRY ADJUSTMENT PROMPT                      HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER: _____

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

RECIPIENT ID: _____          SHORT NAME:

ADJUSTMENT REASON: _____
                        _____
                        _____

F4=MENU F5=MAIN
    
```

EXAMPLE ONE

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for multiple accounts.

- < One Recipient
- < One Federal Agency
- < Multiple Accounts

STEP 1: ACTION

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

```

SP047A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP047A0     BOOK ENTRY ADJUSTMENT PROMPT                    HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234      SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER: _____

AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:

RECIPIENT ID: 0101111          SHORT NAME:

ADJUSTMENT REASON: Drew from wrong account
                    _____
                    _____

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

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

```

SP048A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP048A0     BOOK ENTRY ADJUSTMENT PROCESSING                HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234      SHORT NAME: GRAY U      PAGE  1 OF  4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID:  0101111      SHORT NAME: GRAY U      TOT DECR:  $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT      TOT INCR:  $0.00
                    _____
                    _____
ASAP SEQUENCE NUMBER:
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
                BAL. BY AMOUNT      BAL. BY AMOUNT

                F1R10001
                _____
                $404,000.00
F1R10002      _____      _____      $397,250.00
F1R10003      _____      _____      $495,000.00
  F1R103A      _____      _____
  F1R103B      _____      _____
  F1R103C      _____      _____
ACTION:  ___ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F8=PGDN      F10=RO
    
```

STEP 2: ACTION

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases. Enter the letter P in the Action field and press Enter.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      SHORT NAME: GRAY U          PAGE      1  OF   4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U          TOT DECR:   $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT          TOT INCR:   $0.00
_____
_____
ASAP SEQUENCE NUMBER:
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE  ITM
                BAL. BY AMOUNT      BAL. BY AMOUNT
F1R10001      50000_____          _____          $404,000.00
F1R10002      _____          50000_____          $397,250.00
F1R10003      _____          _____          $495,000.00
F1R103A      _____          _____
F1R103B      _____          _____
F1R103C      _____          _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F8=PGDN          F10=RO
    
```

STEP 2: RESULT

The system posts the entry. The available balances are adjusted accordingly.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234      ADJUSTMENT POSTED          PAGE      1  OF   4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION:11000001/  SHORT NAME:US MONEY1
RECIPIENT ID: 0101111      SHORT NAME: GRAY U          TOT DECR: $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT          TOT INCR: $50,000.00
_____
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE  ITM
                BAL. BY AMOUNT      BAL. BY AMOUNT
F1R10001      -   $50,000.00          _____          $354,000.00          01
F1R10002      _____          $50,000.00          $447,250.00          02
F1R10003      _____          _____          $495,000.00
F1R103A      _____          _____
F1R103B      _____          _____
F1R103C      _____          _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F3=PRMT F4=MENU F5=MAIN          F8=PGDN
I0066      BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
    
```

STEP 3: ACTION

Press F3=PRMT to return to the Book Entry Adjustment Prompt.

SP048A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00		
SP048A0	BOOK ENTRY ADJUSTMENT PROCESSING	HH:MM:SS		
08/02/2000 T				
REQUESTOR ID: 0101234	ADJUSTMENT POSTED	PAGE 1 OF 4		
ADJUSTMENT REFERENCE NUM:				
AGENCY LOCATION CODE/REGION:11000001/ SHORT NAME:US MONEY1				
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	TOT DECR: \$50,000.00		
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____				
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003				
ACCOUNT ID	DECREASE AVAIL BAL. BY AMOUNT	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLE BALANCE	ITM
F1R10001	\$50,000.00		\$354,000.00	01
F1R10002		\$50,000.00	\$447,250.00	02
F1R10003			\$495,000.00	
F1R103A				
F1R103B				
F1R103C				
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)				
F3=PRMT F4=MENU F5=MAIN F8=PGDN				
I0066	BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.			

STEP 3: RESULT

The Book Entry Adjustment Prompt screen is displayed.

SP047A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP047A0	BOOK ENTRY ADJUSTMENT PROMPT	HH:MM:SS
08/02/2000 T		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ADJUSTMENT REFERENCE NUMBER: _____		
AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
ADJUSTMENT REASON: Drew from wrong account_____		

F4=MENU F5=MAIN		

EXAMPLE TWO

Using the Book Entry Adjustment feature, users will be able to adjust the available balances for control accounts.

- < One Recipient
- < One Federal Agency
- < Control Accounts

STEP 1: ACTION

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

```

SP047A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP047A0        BOOK ENTRY ADJUSTMENT PROMPT                        HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U

ADJUSTMENT REFERENCE NUMBER: _____

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

RECIPIENT ID: 0101111          SHORT NAME:

ADJUSTMENT REASON: Drew from wrong account_____
                    _____
                    _____

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

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

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0        BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T

REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR: $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT_____
                    _____
                    _____

ASAP SEQUENCE NUMBER:

ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
                BAL. BY AMOUNT      BAL. BY AMOUNT
F1R10001      - _____          _____          $354,000.00
F1R10002      _____          _____          $447,250.00
F1R10003      _____          _____          $495,000.00
F1R103A      _____          _____
F1R103B      _____          _____
F1R103C      _____          _____

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

STEP 2: ACTION

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

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 1 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR: $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT          TOT INCR: $0.00
_____
_____

ASAP SEQUENCE NUMBER:
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
F1R10001      - _____          _____          $354,000.00
F1R10002      _____          _____          $447,250.00
F1R10003      _____          _____          $495,000.00
F1R103A      _____          _____
F1R103B      _____          _____
F1R103C      _____          _____
ACTION:  _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F8=PGDN          F10=RO
    
```

STEP 2: RESULT

The second page of accounts is displayed, along with their associated account details.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U          PAGE 2 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR: $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT          TOT INCR: $0.00
_____
_____

ASAP SEQUENCE NUMBER:
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
F1R10004      _____          _____          $435,000.00
F1R104D      _____          _____
F1R104E      _____          _____
F1R104F      _____          _____
F1R10005      _____          _____          $500,000.00
F1R105G      _____          _____
F1R105H      _____          _____
ACTION:  _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                F7=PGUP F8=PGDN          F10=RO
    
```

STEP 3: ACTION

From the desired account, enter an amount for an account balance to be decreased, and a corresponding amount for an account balance to be increased. **Note:** Total increases must equal total decreases, and since these accounts are Control Accounts, the increases and decreases must be entered at the account detail level. Enter the letter P in the Action field and press Enter.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0        BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234    SHORT NAME: GRAY U          PAGE    2  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                                    TOT DECR:    $0.00
RECIPIENT ID: 0101111    SHORT NAME: GRAY U          TOT INCR:    $0.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT
_____
_____

ASAP SEQUENCE NUMBER:
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE  ITM
F1R10004      BAL. BY AMOUNT      BAL. BY AMOUNT
F1R1004      _____          10000_____
F1R104E      _____          _____
F1R104F      _____          _____
F1R10005      _____          _____          $500,000.00
F1R105G      10000_____          _____
F1R105H      _____          _____
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
                                                    F8=PGDN      F10=RO
    
```

STEP 3: RESULT

The system posts the entry. The available balances are adjusted accordingly.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0        BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234    ADJUSTMENT POSTED          PAGE    2  OF    4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/  SHORT NAME: US MONEY1
                                                    TOT DECR: $20,000.00
RECIPIENT ID: 0101111    SHORT NAME: GRAY U          TOT INCR: $20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT
_____
_____

ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000006
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE  ITM
F1R10004      BAL. BY AMOUNT      BAL. BY AMOUNT
F1R1004      _____          $10,000.00_____          $445,000.00    01
F1R104E      _____          _____
F1R104F      _____          _____
F1R10005      $10,000.00          _____          $490,000.00    02
F1R105G      $10,000.00_____          _____
F1R105H      _____          _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
          F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN
I0066    BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
    
```

STEP 4: ACTION

Press F5=MAIN to return to the Main Menu.

```

SP048A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP048A0          BOOK ENTRY ADJUSTMENT PROCESSING                    HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234          ADJUSTMENT POSTED          PAGE 2 OF 4
ADJUSTMENT REFERENCE NUM:
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U          TOT DECR: $20,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT          TOT INCR: $20,000.00
_____
ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000006
ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL      AVAILABLE BALANCE      ITM
F1R10004          BAL. BY AMOUNT      BAL. BY AMOUNT
F1R104D          _____          $10,000.00          $445,000.00          01
F1R104E          _____          $10,000.00
F1R104F          _____
F1R10005          $10,000.00          _____          $490,000.00          02
F1R105G          $10,000.00          _____
F1R105H          _____
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
F3=PRMT F4=MENU F5=MAIN          F7=PGUP F8=PGDN
I0066          BOOK ENTRY ADJUSTMENT POSTED SUCCESSFULLY.
    
```

STEP 4: RESULT

The Main Menu appears.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010A0          MAIN MENU          HH:MM:SS
08/02/2000 T

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

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

F2=EXIT
    
```