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.

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ACTION:

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

SP010A A SP010A0 08/02/2000 T	UTOMATED STANDARD APPLICATI MAIN MENU	ON FOR	PAYMENTS		08/02/00 нн:мм:ss
<2> <3> <4> <5> <6>	PAYMENT REQUEST PROCESSING INQUIRY MENU FEDERAL AGENCY FUNCTIONS MRFC FUNCTIONS MENU FRB SUPPORT PROCESSING REPORT REQUEST MENU NOTIFICATIONS				
ORGANIZATION	ASAP ID ACCESS CODE		SELECTION ENTER	NUMBER:	<u>1</u>
F2=EXIT					

RESULT:

The Payment Request Processing menu appears.

SP020A SP020AO 08/02/2000 T	A	UTOMATED 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 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
SP025B0
                     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: 08/03/20\overline{0}0
                                                                 BLANK FOR LIST)
                            (MM/DD/CCYY)
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
       FEDDRAW
                              RBPR1
  S
              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all accounts on the template.

		STANDARD APPLICATION		08/02/00
	SUMMARY	PAYMENT REQUEST TEMPI	LATE ENTRY	HH:MM:SS
08/02/2000 T	101024	CHORE NAME: CRAV II	DAGE	1 00 1
		SHORT NAME: GRAY U		
		REQ REF NUM: TRAININ	I TYPE OF	PAYMENT. S
SETTLEMENT DATE			AE · IIG MONEY 1	
		N:11000001/ SHORT NAM		0.
	101111	SHORT NAME: GRAY U	TOT AMT RE	~
CASH ON HAND: _	IMDED :		TOT AMT EN	Τ:
ASAP SEQUENCE N		AMOUNTE DEGLIEGEED	31/3 TI 3 DI D. D. J. 3 M. G.	T [7] (
ACCOUNT I	D	AMOUNT REQUESTED		ITM
1R10002			\$397,250.00	
1R10004			\$435,000.00	
F1R104D				
F1R104E				
1R10008			\$495,250.00	
1R10009			\$499,000.00	
ACTION: _ (P=	POST, V=VAL	IDATE, R=REFRESH, E=ES	SCAPE, 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
                                                                     08/02/00
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                  SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
                                                                     HH:MM:SS
 SP030FO
 08/02/2000 T
REQUESTOR ID: 0101234
                            SHORT NAME: GRAY U
                                                        PAGE
                                                                  1 OF
                            REQ REF NUM: TRAINING
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: 3000
 CASH ON HAND:
                                                         TOT AMT ENT:
ASAP SEQUENCE NUMBER:
                          AMOUNT REQUESTED
                                              AVAILABLE BALANCE
      ACCOUNT ID
                                                                         ITM
F1R10002
                                                  $397,250.00
F1R10004
                                                   $435,000.00
  F1R104D
  F1R104E
                                                   $495,250.00
F1R10008
                          -3000
F1R10009
                                                   $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
                  SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
 SP030FO
                                                                      HH:MM:SS
 08/02/2000 T
REQUESTOR ID: 0101234
                             SHORT NAME: GRAY U
                                                         PAGE
                                                                   1 OF
                                                                            1
                            REQ REF NUM: TRAINING
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 REO:$3,000.00
CASH ON HAND.

ASAP SEQUENCE NUMBER:

ACCOUNT ID AMOUNT REQUESTED
                                                         TOT AMT ENT:$3,000.00
CASH ON HAND:
                                                AVAILABLE BALANCE
                                                                           ITM
F1R10002
                                                    $397,250.00
F1R10004
                                                    $435,000.00
  F1R104D
  F1R104E
                                   $3,000.00-
                                                 $495,250.00
F1R10008
F1R10009
                                   $6,000.00
                                                   $499,000.00
  ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
 10035 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
 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
                                                          TOT AMT REQ:$3,000.00
RECIPIENT ID: 0101111
                       SHORT NAME: GRAY U
 CASH ON HAND:
                                                          TOT AMT ENT:$3,000.00
ASAP SEQUENCE NUMBER:
                          AMOUNT REQUESTED
      ACCOUNT ID
                                                AVAILABLE BALANCE
F1R10002
                                                    $397,250.00
F1R10004
                                                    $435,000.00
  F1R104D
  F1R104E
F1R10008
                                  $3,000.00-
                                                   $495,250.00
F1R10009
                                  $6,000.00
                                                    $499,000.00
  ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP)
 10035 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.

```
SPOSOF
                 AUTOMATED STANDARD APPLICATION FOR PAYMENTS
                                                                      08/02/00
                  SUMMARY PAYMENT REQUEST TEMPLATE ENTRY
                                                                     HH:MM:SS
 SP030FO
 08/02/2000 T
REQUESTOR ID: 0101234
                              SUMMARY POSTED
                                                          PAGE
                                                                   1 OF
 TEMPLATE NAME: FEDDRAW
                           REO REF NUM: TRAINING
                                                           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:$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
                                  $3,000.00-
                                                   $498,250.00
F1R10008
                                                                       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
 10043 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
SP030F AUTOMATED STANDARD APPLICATION FOR PAYMENTS 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	
SETTLEMENT DATE: 08/03/2000	
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME:US MONEY1	
· · · · · · · · · · · · · · · · · · ·	REO:\$3,000.00
	ENT:\$3,000.00
ASAP SEQUENCE NUMBER: 08/02/2000 E10M2D5V 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	0.1
F1R10009 \$6,000.00 \$493,000.00	
71,000,00 V193,000.00	0.2
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: 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	ļ			
	<4> BOOK ENTRY ADJUSTMENT PROMPT				
	<5> PAYMENT CANCELLATION PROMPT				
	<6> INTERSTATE AUTHORIZATION TRANSFER PROMPT				
	ENTER SELECTION NUMBER: _ PRESS ENTER	ļ			
	TREES ENTER				
F2=EXIT	F5=MAIN	ļ			

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 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: $\underline{4}$ PRESS ENTER
F2=EXIT	F5=MAIN

RESULT:

The Book Entry Adjustment Prompt screen appears.

SP047A SP047A0 08/02/2000 T		APPLICATION FOR PAYMENTS ADJUSTMENT PROMPT	08/02/00 HH:MM:SS		
REQUESTOR ID: 01	01234	SHORT NAME: GRAY U			
ADJUSTMENT REFER	ENCE NUMBER:				
ACTIVITY I OCATION	CODE (DEGLOV)	/ CHOPE NAME.			
AGENCY LOCATION (CODE/REGION:	/ SHORT NAME:			
RECIPIENT ID:		SHORT NAME:			
ADJUSTMENT REASO					
1	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.

	APPLICATION FOR PAYMENTS ADJUSTMENT PROMPT	08/02/00 HH:MM:SS			
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	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 AP SP048A0 BOOK ENTRY ADJUS 08/02/2000 T	
REQUESTOR ID: 0101234 SHORT: ADJUSTMENT REFERENCE NUM:	NAME: GRAY U PAGE 1 OF 4
AGENCY LOCATION CODE/REGION:11000001/	SHORT NAME:US MONEY1 TOT DECR: \$0.00
RECIPIENT ID: 0101111 ADJUSTMENT REASON: DREW FROM WRONG ACC	SHORT NAME: GRAY U TOT INCR: \$0.00
ASAP SEQUENCE NUMBER:	
DECREASE AVAIL II ACCOUNT ID BAL. BY AMOUNT BA	NCREASE AVAIL L. BY AMOUNT AVAILABLE BALANCE ITM F1R10001
	\$404,000.00
F1R10002 F1R10003 F1R103A F1R103B	\$397,250.00 \$495,000.00
F1R103C	
ACTION: (P=POST, V=VALIDATE, R=REFR	ESH, E=ESCAPE, J=JUMP) F8=PGDN F10=R0

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 AU SP048A0 08/02/2000 T	JTOMATED STANDARD AP BOOK ENTRY ADJUS		YMENTS		08/02 HH:MN	
REQUESTOR ID: 01012	234 SHORT NAME: G	RAY U	PAGE	1	OF	4
ADJUSTMENT REF						
AGENCY LOCATION COL	DE/REGION:11000001/	SHORT NAME: US MO	ONEY1			
			TOT	DECR:	\$0.	.00
RECIPIENT ID: 0101	L111	SHORT NAME: GRA	Y U TOT	INCR:	\$0.	.00
ADJUSTMENT REASON:	DREW FROM WRONG ACC	OUNT				
	ER: DECREASE AVAIL BAL. BY AMOUNT 50000	INCREASE AVAIL BAL. BY AMOUNT	AVAILABLI \$404,00		NCE I	ITM
F1R10002		0000	\$397,25			
F1R10003			\$495,00			
F1R10003			Ş435,00	30.00		
						
F1R103B						
F1R103C						
ACTION: \underline{P} (P=POST,	V=VALIDATE, R=REFRE	·	JUMP)			
		F8=PGDN	F10=RO			

STEP 2: RESULT

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

SP048A0	UTOMATED STANDARD APPLICA BOOK ENTRY ADJUSTMENT			08/02/00 HH:MM:SS
08/02/2000 T REQUESTOR ID: 0101	234 ADJUSTMENT PO	STED	PAGE	1 OF 4
ADJUSTMENT REF				
AGENCY LOCATION CO	DE/REGION:11000001/ SHOR		DEGD.	÷=0 000 00
PECIDIENT ID: 010	1111 SHOR			\$50,000.00
	DREW FROM WRONG ACCOUNT		INCK.	,50,000.00
ASAP SEQUENCE NUMB	ER: 08/02/2000 E1QP120V	000003		
	DECREASE AVAIL INCREA	-		
	BAL. BY AMOUNT BAL. E			-
F1R10001	_ \$50,000.00	\$35	4,000.0	0 01
F1R10002	\$50,00	00.00 \$44	7,250.0	0 02
F1R10003		<u> </u>	5,000.0	
F1R103A				
F1R103B				
F1R103C	 V=VALIDATE, R=REFRESH, E=	-ECCADE T-TIMD)		
	F4=MENU F5=MAIN	F8=PGDN		
	Y ADJUSTMENT POSTED SUCCE			
		•- •		

STEP 3: ACTION

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

SP048A AUT SP048A0 08/02/2000 T		APPLICATION FOR PAYMENTS USTMENT PROCESSING		08/02/00 HH:MM:SS
REQUESTOR ID: 01012: ADJUSTMENT REFE		MENT POSTED	PAGE	1 OF 4
AGENCY LOCATION COD	E/REGION:11000001	/ SHORT NAME:US MONEY1	T DECR: \$	50,000.00
		SHORT NAME: GRAY U TO		550,000.00
-				
ASAP SEQUENCE NUMBER	R: 08/02/2000 E1Q DECREASE AVAIL		_	
			BLE BALAN	ICE ITM
F1R10001	\$50,000.00	\$3	54,000.00	01
F1R10002 F1R10003 F1R103A			47,250.00 95,000.00	
F1R103B F1R103C				
	F4=MENU F5=MAIN	ESH, E=ESCAPE, J=JUMP) F8=PGDN	ī	
10000 BOOK ENIRI	ADOUGIMENT POSTE	D SUCCESSIULLI.		

STEP 3: RESULT

The Book Entry Adjustment Prompt screen is displayed.

SP047A AUTOMATED STANDARD APPR SP047A0 BOOK ENTRY ADJUS 08/02/2000 T		08/02/00 HH:MM:SS
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 accoun	nt	
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 SP047A0 08/02/2000 T	AUTOMATED STANDARD APPI BOOK ENTRY ADJUS	LICATION FOR PAYMENTS STMENT PROMPT	08/02/00 HH:MM:SS
REQUESTOR ID: 010	1234	SHORT NAME: GRAY U	
ADJUSTMENT REFERE	NCE NUMBER:		
AGENCY LOCATION C	ODE/REGION: <u>11000001</u> /	SHORT NAME:	
RECIPIENT ID: 010	1111	SHORT NAME:	
ADJUSTMENT REASON	: Drew from wrong accoun	nt	
F	4=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 SP048A0 BOOK ENTRY ADJUSTMENT PROCESSING		08/02/0 HH:MM:S	
08/02/2000 T REQUESTOR ID: 0101234 SHORT NAME: GRAY U ADJUSTMENT REFERENCE NUM:	PAGE	1 OF	4
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1 TOT	DECR:	\$0.00	
RECIPIENT ID: 0101111 SHORT NAME: GRAY U TOT ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT	INCR:	\$0.00	
ACAD CEOLIENGE NUMBED:			
ASAP SEQUENCE NUMBER: DECREASE AVAIL INCREASE AVAIL		T	
ACCOUNT ID BAL. BY AMOUNT BAL. BY AMOUNT AVAILABLE F F1R10001 \$354,0	00.00	T.I.W	
F1R10002			
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 SP048A0 BOOK ENTRY ADJUSTMENT PROCESSING 08/02/2000 T		08/02/0 HH:MM:S	
	PAGE	1 OF	4
ADJUSTMENT REFERENCE NUM:			
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1	DECD:	40 00	
RECIPIENT ID: 0101111 SHORT NAME: GRAY U TOT	T DECR:	•	
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT	· INCIC	φυ.υυ	
ASAP SEQUENCE NUMBER:			
DECREASE AVAIL INCREASE AVAIL ACCOUNT ID BAL. BY AMOUNT BAL. BY AMOUNT AVAILABLE	DATAMOR	ттм	
	000.00	1111	
	250.00		
F1R10003 \$495,	000.00		
F1R103A			
F1R103B			
F1R103C			
ACTION: (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F8=PGDN F10=R0			
FO=PGDIN FIU=RO			

STEP 2: RESULT

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

	AUTOMATED STANDARI BOOK ENTRY AD				08/02/ HH:MM:	
REQUESTOR ID: 01	01234 SHO	RT NAME: GRAY U		PAGE	2 OF	4
ADJUSTMENT REFE						
AGENCY LOCATION (CODE/REGION: 110000	01/ SHORT NAME:			+0 00	
DEGIDIENT ID. 0	101111	CHODE NAME.		DECR:	\$0.00	
RECIPIENT ID: 0:	IUIIII N: DREW FROM WRONG	SHORT NAME:	-	INCR:	\$0.00	
ADJUSIMENI REASOI	1. DREW FROM WRONG	ACCOUNT				
ASAP SEQUENCE NUI	MBER:					
	DECREASE AVAIL	INCREASE AVAIL				
ACCOUNT ID	BAL. BY AMOUNT	BAL. BY AMOUNT	AVAILABLE 1	BALANCE	ITM	
F1R10004			\$435,	000.00		
F1R104D						
F1R104E						
F1R104F						
F1R10005			\$500,	000.00		
F1R105G						
F1R105H						
ACTION: (P=PO	ST, V=VALIDATE, R=R		•			
		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.

	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08	
SP048A0 08/02/2000 T	BOOK ENTRY ADJUSTMENT PROCESSING HH	:MM:SS
	01234 SHORT NAME: GRAY U PAGE 2 O	F 4
AGENCY LOCATION CO	CODE/REGION: 11000001/ SHORT NAME: US MONEY1	
	TOT DECR:	\$0.00
	.01111 SHORT NAME: GRAY U TOT INCR:	\$0.00
ADJUSTMENT REASON	FROM WRONG ACCOUNT	
ASAP SEQUENCE NUM	IBER:	
_	DECREASE AVAIL INCREASE AVAIL	
ACCOUNT ID	BAL. BY AMOUNT BAL. BY AMOUNT AVAILABLE BALANCE	ITM
F1R10004	\$435,000.00	
F1R104D	10000	
F1R104E		
F1R104F		
F1R10005	\$500,000.00	
F1R105G	10000	
F1R105H		
ACTION: P (P=POST	F, V=VALIDATE, R=REFRESH, E=ESCAPE, J=JUMP) F8=PGDN F10=R0	

STEP 3: RESULT

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

SP048A SP048A0 08/02/2000 T		APPLICATION FOR PAY	MENTS	08/02/00 HH:MM:SS
REQUESTOR ID: 0101	.234 ADJUST	MENT POSTED	PAGE	2 OF 4
ADJUSTMENT REF		01/ SHORT NAME: US N	MONEY1	
11021101 2001112011 01	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	or, Brott min ob i	TOT DECR: \$	20,000.00
RECIPIENT ID: 010)1111	SHORT NAME: GRAY	U TOT INCR: \$	20,000.00
ADJUSTMENT REASON	DREW FROM WRONG A	ACCOUNT		
ACAD CEOLLENCE MIMI	BER: 08/02/2000 E1	DD1 2017 000006		
ASAP SEQUENCE NUMB	DECREASE AVAIL	_		
ACCOUNT ID	BAL. BY AMOUNT		AVAILABLE BALAN	CE ITM
F1R10004		\$10,000.00	\$445,000.00	01
F1R104D		\$10,000.00		
F1R104E				
F1R104F			_	
F1R10005	\$10,000.00		\$490,000.00	02
F1R105G	\$10,000.00			
F1R105H				
		RESH, E=ESCAPE, J=JUN		
		F7=PGUP F8	S=PGDN	
I0066 BOOK ENTE	RY ADJUSTMENT POSTI	ED SUCCESSFULLY.		

STEP 4: ACTION

Press F5=MAIN to return to the Main Menu.

SP048A A		APPLICATION FOR PA				08/02 HH:MM	
SP048A0 08/02/2000 T	BOOK ENIKY ADO	JUSIMENI PROCESSING	ī			нн・им	• 55
REQUESTOR ID: 0101: ADJUSTMENT REF		TMENT POSTED		PAGE	2	OF	4
AGENCY LOCATION CO	DE/REGION: 1100000)1/ SHORT NAME: US	MONEY1				
				DECR:			
RECIPIENT ID: 010:				INCR:	\$20	,000.	00
ADJUSTMENT REASON:	DREW FROM WRONG A	ACCOUNT					
ASAP SEQUENCE NUMBI	ER: 08/02/2000 E10	DP120V 000006					
~	DECREASE AVAIL	-					
ACCOUNT ID	BAL. BY AMOUNT		AVAILABI	LE BALA	ANCE	ITI	N.
F1R10004		\$10,000.00	\$445	5,000.0	00	01	
F1R104D		\$10,000.00					
F1R104E							
F1R104F							
F1R10005	\$10,000.00		\$490	0,000.0	00	02	
F1R105G	\$10,000.00						
F1R105H							
	-	RESH, E=ESCAPE, J=J					
I0066 BOOK ENTRY		F7=PGUP ED SUCCESSFULLY.	ro=PGDN				

STEP 4: RESULT

The Main Menu appears.

SP010A A SP010A0 08/02/2000 T	UTOMATED STANDARD APPLICATIO MAIN MENU	N FOR	PAYMENTS	08/02/00 HH:MM:SS
<2> <3> <4> <5> <6>	PAYMENT REQUEST PROCESSING INQUIRY MENU FEDERAL AGENCY FUNCTIONS MEN RFC FUNCTIONS MENU FRB SUPPORT PROCESSING REPORT REQUEST MENU NOTIFICATIONS	ΝU		
ORGANIZATION	ASAP ID ACCESS CODE		SELECTION ENTER	NUMBER:_
F2=EXIT				