CHAPTER 5:

INQUIRY

PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

Federal Agency: identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

Recipient Organization: recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

Payment Requestors: have a unique 7-digit Requestor ID which is generated by ASAP.

INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction**-level, **account**-level, **account detail**- level and **organization**-level information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

TRANSACTION-LEVEL

Payment Request Status Inquiry (#1) allows you to access information related to your organization"s payment requests. You have the option of viewing payment status information on a single payment or all of your organization"s payment requests posted within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your organization's ASAP Account(s) entered during a specific period.

Book Entry Adjustment Inquiry (#12) allows you to see information on book entry adjustments made to your ASAP Accounts.

ACCOUNT-LEVEL

Account Balance Inquiry (#2) allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

Account Statement Inquiry (#3) allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account"s available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that range.

Account Profile Inquiry (#5) allows you to view the profile of any of your organization"s ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

ORGANIZATION-LEVEL

Federal Program Agency Inquiry (#6) allows you to view the information contained in a Federal Agency profile.

Payment Requestor Inquiry (#7) allows you to view the information contained in a Payment Requestor profile.

Recipient Organization Inquiry (#8) allows you to view the information contained in a Recipient Organization's profile.

Voice Response Account Number Inquiry (#15) Allows an Agency to determine which recipients use VRS and the VRS account number associated with the agency-established ASAP Account ID.

OTHER REFERENCE INFORMATION

CFDA Inquiry (#9) allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

ALC Inquiry (#10) allows you to view Agency Location Codes (ALCs) and Federal Agency names.

!   Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

GETTING STARTED

To get to the starting point for the examples in this chapter, follow the step on the next page.

ACTION:

From the Main Menu, select menu option 2 for Inquiry Menu and press Enter.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP010AO                          MAIN MENU                             16:17:44
 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: 2
                                              PRESS ENTER
        F2=EXIT    F5=MAIN
```

RESULT:

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                            16:43:13
 08/02/2000   T


                 < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                 < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                 < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                 < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                 < 5>  ACCOUNT PROFILE INQUIRY
                 < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                 < 7>  PAYMENT REQUESTOR INQUIRY
                 < 8>  RECIPIENT ORGANIZATION INQUIRY
                 < 9>  CFDA INQUIRY
                 <10>  ALC INQUIRY
                 <11>  RETURNED PAYMENT INQUIRY PROMPT
                 <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                 <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                 <14>  SUPER USER INQUIRY
                 <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                       ENTER SELECTION NUMBER: __
                                       PRESS ENTER
        F2=EXIT         F5=MAIN
```

SECTION 5.1

PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts. You might use this feature to, among other reasons:

<   View a summary of the overall amount requested and number of items within a request;

<   Verify whether a particular draw was made and when it settled;

<   Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment;

<   View when a payment request is subject to agency review;

<   View remittance information associated with a payment;

<   View payment request having subaccounts referred to as account details.

<   If you are a VRS Payment Requestor, you may only inquire on the status of payment requests made on VRS. Inquires on the status of payment requests made on-line must be made on-line.

<   Enter the Request Date provided by VRS and recorded at the time the payment was made.   The date you enter must contain 2 digits for the month, 2 digits for the day and four digits for the Year followed by #.

<   Enter the 6 digits sequence number provided by VRS and recorded when the payment.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail

information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays amounts requested at the remittance code level.

SCREEN FIELDS TO NOTE

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

<   **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (Fedwire or ACH).

<   **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. In the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. Items with a status of "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.

<   **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).

<   **Request Sequence Number** - 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 - the ASAP terminal or User ID that originated the request.

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

Item # - identifies the account level draws within each request.

< **SEL** - typing an "S" in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an "S" next to one of the items which make up the request transaction on
< the Payment Request Status Inquiry List Screen allows you to view the detail for that item.

< **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.

< **ACH Cycle Date, Cycle, Batch Number**, and **Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.

< **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.

< **Bank Account Number** - the Payment Requestor"s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.

< **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.

< **Request Status** (Detail screen) - a more detailed version of the status of a payment request. Values are:
> "Queued to ACH",
> "Sent to ACH/FUNDS",
> "Sent and Processed",
> "Warehoused",
> "Rejected and Restored",
> "Rejected, Insufficient Balance",
> "Rejected, Draw Limit Exceeded",
> "Awaiting FPA Approval",
> "Rejected by FPA",
> "Rejected, Account Not Available",
> "Approved by FPA", or "Canceled".

PAYMENT REQUEST STATUS INQUIRY

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. Review the following examples.

Example 1 shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

Example 2 shows how to make a *narrower search* - by specifying the Recipient ID, Account ID and date range.

Example 3 shows how to inquire on payment request for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

Example 4 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

Example 5 shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range. All payment requests for this organization and date range will appear.

<   One Recipient Organization

<   Date Range

STEP 1: ACTION

After selecting menu option 1 from the Inquiry Menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Be sure that the date range you specify includes the cycle date on which payment requests were made.

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO              PAYMENT REQUEST STATUS INQUIRY PROMPT             16:24:45
 08/02/2000      T


 ENTER:

 REQUESTOR ID: 0101234                            SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                            SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __     SHORT NAME:

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP110AO              PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:26:03
 08/02/2000      T

 REQUESTOR ID: 0101234                               SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                               SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:          /            SHORT NAME:
 ACCOUNT ID:                      REQUESTOR REF NUM:
 REQUEST STATUS:                  REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL   ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT  ITEM  STA

  _    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00   004   A

  _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00   004   A

  _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00   003   W

  _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00   003   A

  _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00   003   A
        F3=PRMT F4=MENU F5=MAIN                    F8=PGDN F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment transaction in the list and press Enter.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:26:03
 08/02/2000      T

 REQUESTOR ID: 0101234                              SHORT NAME: GRAY U
 RECIPIENT ID: 0101111                              SHORT NAME: GRAY U
 AGENCY LOCATION CODE/REGION:            /          SHORT NAME:
 ACCOUNT ID:                            REQUESTOR REF NUM:
 REQUEST STATUS:              REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL   ALC/REGION    RO ID    REQ DATE    SETTLE DATE     TOTAL AMOUNT  ITEM  STA

  S    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00   004    A

  _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00   004    A

  _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00   003    W

  _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00   003    A

  _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00   003    A

      F3=PRMT F4=MENU F5=MAIN              F8=PGDN F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with an account-by-account breakout of the information for the selected payment transaction. If there were multiple Recipient Organization IDs in a payment transaction, you will only see the draws related to the Recipient Organization ID specified on the prompt screen.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST              16:28:49
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                    SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $4,000.00                TOTAL ITEMS: 004

 S  ALC/REGION  RO ID  ACCOUNT ID            AMT REQUESTED   CURR AVAIL BAL STA

 _ 11000001/   0101111 F1R10001                $1,000.00       $82,500.00  A

 _ 11000001/   0101111 F1R10002                $1,000.00       $95,500.00  A

 _ 11000001/   0101111 F1R10003                $1,000.00       $83,000.00  A

 _ 11000001/   0101111 F1R10004                $1,000.00       $96,000.00  A

       F3=PRMT F4=MENU F5=MAIN                              F11=SUMM
```

STEP 3: ACTION

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see
the detail on this draw.

```
SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST               16:28:49
08/02/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:        $4,000.00                TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID             AMT REQUESTED   CURR AVAIL BAL STA

S 11000001/   0101111 F1R10001                  $1,000.00       $82,500.00  A

_ 11000001/   0101111 F1R10002                  $1,000.00       $95,500.00  A

_ 11000001/   0101111 F1R10003                  $1,000.00       $83,000.00  A

_ 11000001/   0101111 F1R10004                  $1,000.00       $96,000.00  A


       F3=PRMT F4=MENU F5=MAIN                                    F11=SUMM
```

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP111AO              PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
  RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10001          ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                REQUESTOR REF NUM: REQUEST 1
REQUEST TIME: 15:52:493                 REQUEST AMT:           $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE: A    ACH BATCH NUMBER: 000000005

ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS:   QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXXO#

     F3=PRMT F4=MENU F5=MAIN                                   F11=LIST
```

STEP 4: ACTION

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

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10001       ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000             REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493              REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A   ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

        F3=PRMT F4=MENU F5=MAIN                                    F11=LIST
```

STEP 4: RESULT

The prompt screen appears.

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
 08/02/2000     T

 ENTER:

 REQUESTOR ID:  0101234                             SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                             SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __       SHORT NAME:

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


              F4=MENU F5=MAIN
```

EXAMPLE TWO

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

      <   One Recipient Organization

      <   One Account ID

      <   Date Range

STEP 1: ACTION

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

```
 SP105A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP105AO             PAYMENT REQUEST STATUS INQUIRY PROMPT            16:31:34
 08/02/2000     T



 ENTER:

 REQUESTOR ID: 0101234                            SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                           SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __    SHORT NAME:

 ACCOUNT ID:  F1R10003
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _  (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


               F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
 08/02/2000     T

 REQUESTOR ID: 0101234                            SHORT NAME:  GRAY U
 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:            /        SHORT NAME:
 ACCOUNT ID:       F1R10003      REQUESTOR REF NUM:
 REQUEST STATUS:                 REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL   ALC/REGION    RO ID    REQ DATE    SETTLE DATE     TOTAL AMOUNT  ITEM  STA

 _    11000001/   0101111 08/02/2000  08/03/2000        $4,000.00   004   A

 _    11000001/   0101111 08/02/2000  08/03/2000        $7,000.00   004   A

 _    11000001/   0101111 08/02/2000  08/04/2000        $9,000.00   003   W

 _    11000001/   0101111 08/02/2000  08/03/2000       $15,000.00   003   A

 _    11000001/   0101111 08/02/2000  08/03/2000       $18,000.00   003   A

      F3=PRMT F4=MENU F5=MAIN                        F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the first payment request transaction and press Enter.

```
 SP110A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP110AO              PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
 08/02/2000     T

 REQUESTOR ID: 0101234                            SHORT NAME:  GRAY U
 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:          /          SHORT NAME:
 ACCOUNT ID:     F1R10003      REQUESTOR REF NUM:
 REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL   ALC/REGION    RO ID    REQ DATE    SETTLE DATE    TOTAL AMOUNT  ITEM  STA

  S   11000001/    0101111  08/02/2000  08/03/2000       $4,000.00    004    A

  _   11000001/    0101111  08/02/2000  08/03/2000       $7,000.00    004    A

  _   11000001/    0101111  08/02/2000  08/04/2000       $9,000.00    003    W

  _   11000001/    0101111  08/02/2000  08/03/2000      $15,000.00    003    A

  _   11000001/    0101111  08/02/2000  08/03/2000      $18,000.00    003    A

       F3=PRMT F4=MENU F5=MAIN                    F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP112AO               PAYMENT REQUEST STATUS INQUIRY LIST             16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                 SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000              SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:      $4,000.00           TOTAL ITEMS: 004

 S  ALC/REGION  RO ID  ACCOUNT ID        AMT REQUESTED   CURR AVAIL BAL STA

 _ 11000001/   0101111 F1R10003            $1,000.00       $83,000.00  A



       F3=PRMT F4=MENU F5=MAIN                                  F11=SUMM
```

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST            16:36:03
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:        $4,000.00                TOTAL ITEMS: 004

 S  ALC/REGION  RO ID  ACCOUNT ID             AMT REQUESTED   CURR AVAIL BAL STA

 S  11000001/   0101111 F1R10003                 $1,000.00       $83,000.00  A          |



        F3=PRMT F4=MENU F5=MAIN                                   F11=SUMM
```

STEP 3: RESULT

The following screen appears with the detailed information for the selected draw.

```
 SP111A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP111AO              PAYMENT REQUEST DETAIL TRANSACTION INQUIRY     16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10003              ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493             REQUEST AMT:             $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME: RANKING B&T
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

        F3=PRMT F4=MENU F5=MAIN                                   F11=LIST
```

STEP 4: ACTION

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

```
 SP111A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10003                    ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000                  REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493                   REQUEST AMT:             $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000         ACH CYCLE: A    ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME: RANKING B&T
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXXO#

       F3=PRMT F4=MENU F5=MAIN                                      F11=LIST
```

STEP 4: RESULT

The prompt screen appears.

```
 SP105A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO              PAYMENT REQUEST STATUS INQUIRY PROMPT               16:31:34
 08/02/2000     T

 ENTER:

 REQUESTOR ID:  0101234                         SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                         SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __    SHORT NAME:

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


            F4=MENU F5=MAIN
```

EXAMPLE THREE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

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

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT             16:31:34
08/02/2000     T


ENTER:

REQUESTOR ID:  0101234                        SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                        SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                   W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



               F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws
from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                         SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                         SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:         /        SHORT NAME:
ACCOUNT ID:     F1R10004          REQUESTOR REF NUM:
REQUEST STATUS:               REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID    REQ DATE   SETTLE DATE    TOTAL AMOUNT  ITEM  STA

 _   11000001/   0101111  08/02/2000  08/03/2000       $4,000.00   004   A

 _   11000001/   0101111  08/02/2000  08/03/2000       $7,000.00   004   A

 _   11000001/   0101111  08/02/2000  08/04/2000       $9,000.00   003   W

 _   11000001/   0101111  08/02/2000  08/03/2000      $15,000.00   003   A

 _   11000001/   0101111  08/02/2000  08/03/2000      $18,000.00   003   A

    F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type the letter S in the SEL field next to the second payment request transaction and press Enter.

```
 SP110A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP110AO               PAYMENT REQUEST STATUS SUMMARY INQUIRY             16:34:33
 08/02/2000      T

 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:          /            SHORT NAME:
 ACCOUNT ID:      F1R10004              REQUESTOR REF NUM:
 REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

 SEL   ALC/REGION    RO ID    REQ DATE   SETTLE DATE     TOTAL AMOUNT   ITEM  STA

  _    11000001/    0101111  08/02/2000  08/03/2000       $4,000.00     004   A

  S    11000001/    0101111  08/02/2000  08/03/2000       $7,000.00     004   A

  _    11000001/    0101111  08/02/2000  08/04/2000       $9,000.00     003   W

  _    11000001/    0101111  08/02/2000  08/03/2000      $15,000.00     003   A

  _    11000001/    0101111  08/02/2000  08/03/2000      $18,000.00     003   A

 F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The list screen is displayed with information on the account ID entered on the prompt.

```
 SP112A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP112AO               PAYMENT REQUEST STATUS INQUIRY LIST                16:36:03
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                  SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000               SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $7,000.00           TOTAL ITEMS: 004

 S  ALC/REGION  RO ID  ACCOUNT ID           AMT REQUESTED   CURR AVAIL BAL STA

 _  11000001/   0101111 F1R10004              $1,000.00       $83,000.00  A




      F3=PRMT F4=MENU F5=MAIN                                  F11=SUMM
```

STEP 3: ACTION

Enter S in the select byte field and press Enter to navigate to the detail on this request.

```
SP112A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
08/02/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:         $7,000.00               TOTAL ITEMS: 004

S   ALC/REGION  RO ID   ACCOUNT ID            AMT REQUESTED   CURR AVAIL BAL STA

S   11000001/   0101111 F1R10004                 $1,000.00       $83,000.00  A




       F3=PRMT F4=MENU F5=MAIN                                      F11=SUMM
```

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
SP111A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP111AO              PAYMENT REQUEST DETAIL TRANSACTION INQUIRY       16:29:53
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                                   SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10004        ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                 REQUESTOR REF NUM: REQUEST 2
REQUEST TIME: 15:52:493                  REQUEST AMT:            $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE: B   ACH BATCH NUMBER: 000000005

ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:             FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002

REQUEST STATUS:   QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX#
      F3=PRMT F4=MENU F5=MAIN                   F8=PGDN          F11=LIST
```

STEP 4: ACTION

Press F8=PGDN to view the status of the request that was subject to Agency Review.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004        ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000              REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493              REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: B   ACH BATCH NUMBER: 000000005

 ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:          FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX0#
       F3=PRMT F4=MENU F5=MAIN               F8=PGDN           F11=LIST
```

STEP 4: RESULT

The following screen appears with the detailed information for a payment under agency review parameters.

```
 SP111B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111BO           PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS         16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004

 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:  08/02/2000 15:55:493
 AGENCY ACTION: APPROVED               USER ID OF AGENCY REVIEWER: E1XXX0X

 AMOUNT REQUESTED:           $1,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
 AMOUNT APPROVED:            $1,000.00  ACTUAL SETTLEMENT DATE: 08/03/2000




       F3=PRMT F4=MENU F5=MAIN          F7=PGUP              F11=LIST
```

STEP 5: ACTION

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

```
 SP111B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111BO          PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS        16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10004


 DATE/TIME SENT FOR REVIEW:   08/02/2000 15:52:493
 DATE/TIME OF AGENCY ACTION:  08/02/2000 15:55:493
 AGENCY ACTION: APPROVED               USER ID OF AGENCY REVIEWER: E1XXX0X

 AMOUNT REQUESTED:             $1,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
 AMOUNT APPROVED:              $1,000.00  ACTUAL SETTLEMENT DATE: 08/03/2000







         F3=PRMT F4=MENU F5=MAIN          F7=PGUP              F11=LIST
```

STEP 5: RESULT

The prompt screen appears.

```
 SP105A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP105AO            PAYMENT REQUEST STATUS INQUIRY PROMPT             16:31:34
 08/02/2000     T

 ENTER:

 REQUESTOR ID:  0101234                        SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                        SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

 ACCOUNT ID: F1R10004
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



             F4=MENU F5=MAIN
```

EXAMPLE FOUR

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

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

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT               16:31:34
08/02/2000     T


ENTER:

REQUESTOR ID:  0101234                        SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                        SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __   SHORT NAME:

ACCOUNT ID: F1R10005
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _  (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                 W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



            F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                         SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                         SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:          /       SHORT NAME:
ACCOUNT ID:      F1R10005              REQUESTOR REF NUM:
REQUEST STATUS:               REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL   ALC/REGION    RO ID    REQ DATE   SETTLE DATE    TOTAL AMOUNT  ITEM  STA

 _    11000001/   0101111  08/02/2000  08/03/2000       $4,000.00   004    A

 _    11000001/   0101111  08/02/2000  08/03/2000       $7,000.00   004    A

 _    11000001/   0101111  08/02/2000  08/04/2000       $9,000.00   003    W

 _    11000001/   0101111  08/02/2000  08/03/2000      $15,000.00   003    A

 _    11000001/   0101111  08/02/2000  08/03/2000      $18,000.00   003    A

    F3=PRMT F4=MENU F5=MAIN                   F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Select the first payment request by typing S and pressing Enter.

```
SP110A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY            16:34:33
08/02/2000      T

REQUESTOR ID: 0101234                             SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:           /          SHORT NAME:
ACCOUNT ID:      F1R10005               REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL   ALC/REGION    RO ID    REQ DATE    SETTLE DATE     TOTAL AMOUNT  ITEM  STA

 S    11000001/    0101111  08/02/2000  08/03/2000          $4,000.00  004   A           |

 _    11000001/    0101111  08/02/2000  08/03/2000          $7,000.00  004   A

 _    11000001/    0101111  08/02/2000  08/04/2000          $9,000.00  003   W

 _    11000001/    0101111  08/02/2000  08/03/2000         $15,000.00  003   A

 _    11000001/    0101111  08/02/2000  08/03/2000         $18,000.00  003   A

      F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
SP112A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:         $4,000.00               TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID             AMT REQUESTED   CURR AVAIL BAL STA

_ 11000001/   0101111 F1R10005                   $1,000.00      $83,000.00  A



      F3=PRMT F4=MENU F5=MAIN                                    F11=SUMM
```

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:        $4,000.00                TOTAL ITEMS: 004

 S  ALC/REGION  RO ID  ACCOUNT ID             AMT REQUESTED   CURR AVAIL BAL STA

 S  11000001/   0101111 F1R10005                  $1,000.00       $83,000.00  A      |


        F3=PRMT F4=MENU F5=MAIN                                        F11=SUMM
```

STEP 3: RESULT

The following screen appears with the detailed information for the selected transaction.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005        ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000             REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493             REQUEST AMT:             $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000       ACH CYCLE: A    ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:           FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#
             F3=PRMT F4=MENU F5=MAIN                        F9=DTL
 F11=LIST
```

STEP 4: ACTION

Press F9=DTL to view the account detail IDs and amounts requested.

```
 SP111A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP111AO             PAYMENT REQUEST DETAIL TRANSACTION INQUIRY         16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
    RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005          ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000              REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493               REQUEST AMT:            $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000        ACH CYCLE: A    ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#
        F3=PRMT F4=MENU F5=MAIN                       F9=DTL       F11=LIST
```

STEP 4: RESULT

The account detail IDs and amounts requested are displayed.

```
 SP114B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP114BO                 PAYMENT REQUEST ACCOUNT DETAILS                16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY
    RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10005               SETTLEMENT DATE: 08/03/2000


      ACCOUNT DETAIL ID               AMOUNT REQUESTED

 CTRL ACCT DETAIL 1                        $500.00
 CTRL ACCT DETAIL 2                        $500.00


 TOTAL AMOUNT REQUESTED                  $1,000.00


        F3=PRMT F4=MENU F5=MAIN                       F9=DTL       F11=LIST
```

STEP 5: ACTION

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

```
 SP114B           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP114BO               PAYMENT REQUEST ACCOUNT DETAILS                  16:29:53
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                                  SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10005                   SETTLEMENT DATE: 08/03/2000


       ACCOUNT DETAIL ID                  AMOUNT REQUESTED

 CTRL ACCT DETAIL 1                             $500.00
 CTRL ACCT DETAIL 2                             $500.00


 TOTAL AMOUNT REQUESTED                       $1,000.00


       F3=PRMT F4=MENU F5=MAIN                     F9=DTL        F11=LIST
```

STEP 5: RESULT

The prompt screen appears.

```
 SP105A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP105AO              PAYMENT REQUEST STATUS INQUIRY PROMPT            16:31:34
 08/02/2000      T

 ENTER:

 REQUESTOR ID:  0101234                           SHORT NAME:  GRAY U
 RECIPIENT ID:  0101111                           SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION:  _____  / __     SHORT NAME:

 ACCOUNT ID: F1R10005
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000


             F4=MENU F5=MAIN
```

EXAMPLE FIVE

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

<   One Recipient Organization

<   One Account ID

<   Date Range

STEP 1: ACTION

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

```
SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP105AO           PAYMENT REQUEST STATUS INQUIRY PROMPT            16:31:34
08/02/2000     T


ENTER:

REQUESTOR ID:  0101234                          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111                          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____  / __     SHORT NAME:

ACCOUNT ID: F1R10006
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _  (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY)  FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000



                F4=MENU F5=MAIN
```

STEP 1: RESULT

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```
SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP110AO           PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000     T

REQUESTOR ID: 0101234                           SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:          /         SHORT NAME:
ACCOUNT ID:      F1R10006              REQUESTOR REF NUM:
REQUEST STATUS:               REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL   ALC/REGION    RO ID    REQ DATE   SETTLE DATE    TOTAL AMOUNT  ITEM  STA

 _    11000001/    0101111  08/02/2000  08/03/2000        $4,000.00   004   A

 _    11000001/    0101111  08/02/2000  08/03/2000        $7,000.00   004   A

 _    11000001/    0101111  08/02/2000  08/04/2000        $9,000.00   003   W

 _    11000001/    0101111  08/02/2000  08/03/2000       $15,000.00   003   A

 _    11000001/    0101111  08/02/2000  08/03/2000       $18,000.00   003   A

      F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO  F11=ACCT
```

STEP 2: ACTION

Type S and press Enter to select the first payment in the list.

```
SP110A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP110AO             PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000       T

REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:             /          SHORT NAME:
ACCOUNT ID:      F1R10006               REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL   ALC/REGION    RO ID    REQ DATE    SETTLE DATE    TOTAL AMOUNT   ITEM  STA

 S   11000001/    0101111  08/02/2000  08/03/2000         $4,000.00   004   A

 _   11000001/    0101111  08/02/2000  08/03/2000         $7,000.00   004   A

 _   11000001/    0101111  08/02/2000  08/04/2000         $9,000.00   003   W

 _   11000001/    0101111  08/02/2000  08/03/2000        $15,000.00   003   A

 _   11000001/    0101111  08/02/2000  08/03/2000        $18,000.00   003   A

       F3=PRMT F4=MENU F5=MAIN                    F9=ALC F10=RO  F11=ACCT
```

STEP 2: RESULT

The following screen appears with the draw for only the specified account ID shown.

```
SP112A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
SP112AO             PAYMENT REQUEST STATUS INQUIRY LIST                 16:36:03
08/02/2000       T

AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:        $4,000.00                TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID          AMT REQUESTED   CURR AVAIL BAL STA

_ 11000001/   0101111 F1R10006               $1,000.00       $83,000.00  A



      F3=PRMT F4=MENU F5=MAIN                               F11=SUMM
```

STEP 3: ACTION

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```
 SP112A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP112AO              PAYMENT REQUEST STATUS INQUIRY LIST               16:36:03
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME:  GRAY U
 REQUEST DATE:  08/02/2000                     SETTLEMENT DATE: 08/03/2000
 TOTAL AMOUNT:       $4,000.00                 TOTAL ITEMS: 004

 S   ALC/REGION  RO ID  ACCOUNT ID            AMT REQUESTED   CURR AVAIL BAL STA

 S   11000001/   0101111 F1R10006                $1,000.00        $83,000.00  A    |




       F3=PRMT F4=MENU F5=MAIN                                    F11=SUMM
```

STEP 3: RESULT

Detail on the selected transaction is displayed.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO              PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006         ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000            REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493            REQUEST AMT:           $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000      ACH CYCLE: A   ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#

       F3=PRMT F4=MENU F5=MAIN F6=RMIT                           F11=LIST
```

STEP 4: ACTION

Press F6=RMIT to view information on remittance codes used in the request against this account.

```
 SP111A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP111AO           PAYMENT REQUEST DETAIL TRANSACTION INQUIRY           16:29:53
 08/02/2000    T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006                   ACTUAL SETTLEMENT DATE: 08/03/2000
 REQUEST DATE: 08/02/2000                REQUESTOR REF NUM: REQUEST 1
 REQUEST TIME: 15:52:493                 REQUEST AMT:           $1,000.00
 FUNDS IMAD:
 ACH CYCLE DATE: 08/02/2000      ACH CYCLE: A   ACH BATCH NUMBER: 000000005
  ACH TRACE NUMBER:
 DFI ABA NUMBER: 075000022    BANK ACCOUNT NUMBER: 50900087422
 DFI SHORT NAME:
 FURTHER CREDIT ABA:            FURTHER CREDIT SHORT NAME:

 ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

 REQUEST STATUS:   QUEUED TO ACH
 USER ID OF REQUEST INITIATOR: E1XXX#

       F3=PRMT F4=MENU F5=MAIN F6=RMIT                            F11=LIST
```

STEP 4: RESULT

The following screen appears with the information for the payment request having associated remittance data.

```
 SP114B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP114BO              PAYMENT REQUEST REMITTANCE DETAILS                16:29:53
 08/02/2000     T

 AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10006                   SETTLEMENT DATE: 08/03/2000
 ACCOUNT DETAIL ID:

      RECIPIENT REMITTANCE CODES           AMOUNT REQUESTED

 HEADER CODES SUFFIX+CFDA#                      $1,000.00
 1234 REMIT CODE 01                              $500.00
 1234 REMIT CODE 02                              $500.00

       F3=PRMT F4=MENU F5=MAIN F6=DTL                            F11=LIST
```

STEP 5: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP114B            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP114BO               PAYMENT REQUEST ACCOUNT DETAILS                16:29:53
 08/02/2000    T

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
   RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 REQUESTOR ID: 0101234                               SHORT NAME:  GRAY U
 ACCOUNT ID:   F1R10006                 SETTLEMENT DATE: 08/03/2000
 ACCOUNT DETAIL ID:


      RECIPIENT REMITTANCE CODES          AMOUNT REQUESTED

 HEADER CODES SUFFIX+CFDA#                       $1,000.00
 1234 REMIT CODE 01                                $500.00
 1234 REMIT CODE 02                                $500.00



        F3=PRMT F4=MENU F5=MAIN F6=DTL                        F11=LIST
```

STEP 5: RESULT

The Inquiry Menu appears.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                       INQUIRY MENU                           16:43:13
 08/02/2000   T


            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
            < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
            < 5>  ACCOUNT PROFILE INQUIRY
            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
            < 7>  PAYMENT REQUESTOR INQUIRY
            < 8>  RECIPIENT ORGANIZATION INQUIRY
            < 9>  CFDA INQUIRY
            <10>  ALC INQUIRY
            <11>  RETURNED PAYMENT INQUIRY PROMPT
            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
            <14>  SUPER USER INQUIRY
            <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMT

                                  ENTER SELECTION NUMBER: __
                                  PRESS ENTER
        F2=EXIT         F5=MAIN
```

SECTION 5.2

ACCOUNT BALANCE INQUIRY

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

You also have the option of requested an up-to-the-minute account balance (by leaving the as of date field blank) or an "as of" account balance inquiry (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions.

The **cumulative draws/RP/BE** is calculated as follows:

<   The sum of any **funds returned** to ASAP via your financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question

<   PLUS the sum of **book entry adjustment increases**

<   MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)

<   MINUS the sum of all **negative draw amounts**

<   MINUS the sum of **book entry adjustment decreases**

<   MINUS the sum of **any funds reclassified out of an account by an RFC**.

The **current available balance** is calculated as follows:

<   the net of the cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.

!   The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

NOTE:
<   Column totals appear at the end of the list of accounts.
<   If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Review the following examples.

Example 1 shows how to request an up-to-the-minute account balance.

Example 2 shows how to request account balances as of a specified date.

EXAMPLE 1

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

STEP 1: ACTION

After selecting menu option 2 from the Inquiry Menu, you will see the Account Balance Inquiry
Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account
ID and as of date fields blank.

```
SP115A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP115AO                  ACCOUNT BALANCE INQUIRY PROMPT                 16:39:14
08/02/2000      T


REQUESTOR ID:  0101234                           SHORT NAME:  GRAY U

       ENTER:

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

RECIPIENT ID: 0101111                              SHORT NAME:

ACCOUNT ID:  _____

AS OF: __/__/____    (MM/DD/CCYY)


             F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen.
Note: the F8=PGDN indicates that there are additional account balances in this example.

```
SP120A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP120AO                  ACCOUNT BALANCE INQUIRY DETAIL                 16:40:58
08/02/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U


                        CUMULATIVE          CUMULATIVE            CURRENT
ACCOUNT ID             AUTHORIZATIONS       DRAWS/RP/BE         AVAIL BAL

F1R10001                 $100,000.00        -$17,500.00        $82,500.00
F1R10002                 $100,000.00         -$4,500.00        $95,500.00
F1R10003                 $100,000.00        -$17,000.00        $83,000.00
F1R10004                 $110,000.00        -$14,000.00        $96,000.00



       F3=PRMT F4=MENU F5=MAIN              F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.

```
 SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP120AO              ACCOUNT BALANCE INQUIRY DETAIL                   16:40:58
 08/02/2000    T


 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U


                        CUMULATIVE           CUMULATIVE            CURRENT
 ACCOUNT ID          AUTHORIZATIONS         DRAWS/RP/BE          AVAIL BAL

 F1R10001               $100,000.00         -$17,500.00        $82,500.00
 F1R10002               $100,000.00          -$4,500.00        $95,500.00
 F1R10003               $100,000.00         -$17,000.00        $83,000.00
 F1R10004               $110,000.00         -$14,000.00        $96,000.00


        F3=PRMT F4=MENU F5=MAIN             F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The Account Balance Inquiry screen appears.

```
 SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP115AO              ACCOUNT BALANCE INQUIRY PROMPT                   16:39:14
 08/02/2000    T


 REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U

      ENTER:

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

 RECIPIENT ID: 0101111                              SHORT NAME:

 ACCOUNT ID:  _____

 AS OF: __/__/____   (MM/DD/CCYY)


            F4=MENU F5=MAIN
```

EXAMPLE 2

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

<   "As Of" Date Specified

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

```
SP115A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO                    ACCOUNT BALANCE INQUIRY PROMPT                 16:39:14
08/02/2000        T


REQUESTOR ID:  0101234                              SHORT NAME:  GRAY U

        ENTER:

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

RECIPIENT ID: 0101111                              SHORT NAME:

ACCOUNT ID:  _____

AS OF: 08/01/2000   (MM/DD/CCYY)


                 F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen.
Note: the F8=PGDN indicates that there are additional account balances in this example.

```
SP120A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO                    ACCOUNT BALANCE INQUIRY DETAIL                 16:40:58
08/02/2000        T


AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY
  RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
AS OF: 08/01/2000


                          CUMULATIVE          CUMULATIVE              CURRENT
ACCOUNT ID              AUTHORIZATIONS        DRAWS/RP/BE            AVAIL BAL

F1R10001                  $50,000.00         -$17,500.00          $32,500.00
F1R10002                  $50,000.00          -$4,500.00          $45,500.00
F1R10003                  $50,000.00         -$17,000.00          $33,000.00
F1R10004                  $61,000.00         -$14,000.00          $47,000.00



     F3=PRMT F4=MENU F5=MAIN              F8=PGDN F9=ALC F10=RO
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO              ACCOUNT BALANCE INQUIRY DETAIL                   16:40:58
08/02/2000    T

AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY
  RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
AS OF: 08/01/2000


                         CUMULATIVE           CUMULATIVE            CURRENT
ACCOUNT ID              AUTHORIZATIONS        DRAWS/RP/BE          AVAIL BAL

F1R10001                   $50,000.00         -$17,500.00        $32,500.00
F1R10002                   $50,000.00          -$4,500.00        $45,500.00
F1R10003                   $50,000.00         -$17,000.00        $33,000.00
F1R10004                   $61,000.00         -$14,000.00        $47,000.00




       F3=PRMT F4=MENU F5=MAIN              F8=PGDN F9=ALC F10=RO
```

STEP 2: RESULT

The Inquiry Menu appears.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                       INQUIRY MENU                           16:43:13
08/02/2000    T


          < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
          < 2>  ACCOUNT BALANCE INQUIRY PROMPT
          < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
          < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
          < 5>  ACCOUNT PROFILE INQUIRY
          < 6>  FEDERAL PROGRAM AGENCY INQUIRY
          < 7>  PAYMENT REQUESTOR INQUIRY
          < 8>  RECIPIENT ORGANIZATION INQUIRY
          < 9>  CFDA INQUIRY
          <10>  ALC INQUIRY
          <11>  RETURNED PAYMENT INQUIRY PROMPT
          <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
          <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
          <14>  SUPER USER INQUIRY
          <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                               ENTER SELECTION NUMBER: __
                               PRESS ENTER
      F2=EXIT          F5=MAIN
```

SECTION 5.3

ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account"s available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account"s history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws**, **book entry adjustments**, **cancellations** and **classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

Authorization transactions that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

Book Entry Adjustments, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

Returned Payments are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

!   The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

SCREEN FIELDS TO NOTE

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

<   **Date From** and **To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean "effective date" for authorizations or "settlement date" for payment requests.

<   **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:

> **AU** - applied authorization transactions
> **PY** - approved payment requests
> **BE** - posted book entry adjustments
> **RP** - classified returned payments
> **CN** - canceled payments

<   **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to the date the transaction was certified by the agency, the authorization is applied (balance is updated) ON the date certified. For payment requests, the effective date is the settlement date.

<   **Applied Date** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.

<   If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.

<   **Account Detail** - Associated with Control Account. It may represent projects or programs within the grant. The grantee will be required to draw at the Account Detail level, thus providing the Agency with more specific information how grant funds are being expended.

HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Statement Inquiry feature.

Review the following example.

EXAMPLE

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

    < One Account ID

    < One Agency Location Code

    < One Recipient ID

    < Date Range

STEP 1: ACTION

After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```
SP125A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP125AO                  ACCOUNT STATEMENT INQUIRY PROMPT                  16:44:03
08/02/2000      T



    ENTER:

          ACCOUNT ID:  F1R10002                                                     |

          ACCOUNT DETAIL ID:  _____


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

    AND   RECIPIENT ID:  0101111                        SHORT NAME:               |

    AND   FROM  08 / 02 / 2000   TO   08 / 02 / 2000                              |


            F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

```
SP130A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS           08/02/00
SP130AO                    ACCOUNT STATEMENT INQUIRY                      16:45:46
08/02/2000      T

AGENCY LOCATION CODE/REGION:  11000001 /    SHORT NAME: US MONEY

RECIPIENT ID:  0101111                          SHORT NAME: GRAY U
ACCOUNT ID:    F1R10002            FROM: 08/02/2000  TO  08/02/2000
ACCOUNT DETAIL:
BEGINNING DATE:08/02/2000
                                  BEGINNING BALANCE:            $.00
APPL. DATE    EFF. DATE   TYPE        INCREASES             DECREASES
08/02/2000    08/02/2000  AU       $100,000.00
08/02/2000    08/03/2000  PY                               $1,000.00
08/02/2000    08/03/2000  PY                               $1,000.00
08/02/2000    08/04/2000  PY                               $2,500.00


ENDING DATE:  08/02/2000          ENDING BALANCE:        $95,500.00
      F3=PRMT F4=MENU F5=MAIN                              F11=ACCT
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP130A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP130AO                    ACCOUNT STATEMENT INQUIRY                  16:45:46
 08/02/2000     T


 AGENCY LOCATION CODE/REGION:  11000001 /    SHORT NAME: US MONEY

 RECIPIENT ID:  0101111                       SHORT NAME: GRAY U
 ACCOUNT ID:    F1R10002           FROM: 08/02/2000  TO  08/02/2000
 ACCOUNT DETAIL:
 BEGINNING DATE:
                08/02/2000      BEGINNING BALANCE:               $.00
 APPL. DATE    EFF. DATE   TYPE         INCREASES            DECREASES
 08/02/2000    08/02/2000  AU       $100,000.00
 08/02/2000    08/03/2000  PY                               $1,000.00
 08/02/2000    08/03/2000  PY                               $1,000.00
 08/02/2000    08/04/2000  PY                               $2,500.00




 ENDING DATE:  08/02/2000           ENDING BALANCE:       $95,500.00
        F3=PRMT F4=MENU F5=MAIN                               F11=ACCT
```

STEP 2: RESULT

The Inquiry Menu appears.

```
 SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP100AO                         INQUIRY MENU                         16:46:51
 08/02/2000     T



           < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
           < 2>  ACCOUNT BALANCE INQUIRY PROMPT
           < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
           < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
           < 5>  ACCOUNT PROFILE INQUIRY
           < 6>  FEDERAL PROGRAM AGENCY INQUIRY
           < 7>  PAYMENT REQUESTOR INQUIRY
           < 8>  RECIPIENT ORGANIZATION INQUIRY
           < 9>  CFDA INQUIRY
           <10>  ALC INQUIRY
           <11>  RETURNED PAYMENT INQUIRY PROMPT
           <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
           <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
           <14>  SUPER USER INQUIRY
           <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT
                                     ENTER SELECTION NUMBER: __
                                     PRESS ENTER
      F2=EXIT         F5=MAIN
```

SECTION 5.4

AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

SCREEN FIELDS TO NOTE

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

Authorization Date - Date that authorization was <u>entered</u> into system. Range is less than or equal to 93 days.

Effective Date - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) ON the current date. See "Applied Date".

Applied Date - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

STA - Indicates the status of each authorization: "A" for applied, "U" for uncertified, and "W" for warehoused, "R" for Rejected.

I/D - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:
the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

GUIDE TO EXAMPLE

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In this section, users will learn how to use the Authorization Transaction Inquiry feature. Review the following example.

EXAMPLE

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

<   One Recipient Organization

<   One Federal Agency

<   Multiple Accounts

STEP 1: ACTION

After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```
 SP135A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP135AO            AUTHORIZATION TRANSACTION INQUIRY PROMPT            16:48:02
 08/02/2000       T



 ENTER:

 AGENCY LOCATION CODE/REGION:  11000001 / __          SHORT NAME:
 RECIPIENT ID:  0101111                               SHORT NAME:
 ACCOUNT ID:  _____
 GROUP ID:  _____
 AGENCY REFERENCE NUMBER:      _____
 AUTHORIZATION DATE   FROM:        08 / 02 / 2000   TO:  08 / 02 / 2000



             F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears with all the Authorization Transaction Summary information for the criteria specified on the prompt screen.

```
 SP140A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP140AO            AUTHORIZATION TRANSACTION SUMMARY INQUIRY          16:49:59
 08/02/2000       T

 AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
 AGENCY REFERENCE NUMBER:
 AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


 S   GROUP           ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE   STA

 _ INQUIRY           F1R10001    $      100,000.00          I  08/02/2000    A

 _ INQUIRY           F1R10002    $      100,000.00          I  08/02/2000    A

 _ INQUIRY           F1R10003    $      100,000.00          I  08/02/2000    A

 _ INQUIRY           F1R10004    $      110,000.00          I  08/02/2000    A



       F3=PRMT F4=MENU F5=MAIN                    F9=ALC F10=RO
```

STEP 2: ACTION

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.

```
 SP140A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP140AO              AUTHORIZATION TRANSACTION SUMMARY INQUIRY           16:49:59
 08/02/2000      T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 AGENCY REFERENCE NUMBER:
 AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


 S   GROUP           ACCOUNT ID       AUTHORIZATION AMT    I/D EFFECT DTE  STA

 S  INQUIRY          F1R10001    $    100,000.00       I  08/02/2000   A

 _  INQUIRY          F1R10002    $    100,000.00       I  08/02/2000   A

 _  INQUIRY          F1R10003    $    100,000.00       I  08/02/2000   A

 _  INQUIRY          F1R10004    $    110,000.00       I  08/02/2000   A


        F3=PRMT F4=MENU F5=MAIN                        F9=ALC F10=RO
```

STEP 2: RESULT

The following screen appears with the detailed information for the selected authorization transaction.

```
 SP141A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP141AO              AUTHORIZATION TRANSACTION DETAIL INQUIRY           16:51:37
 08/02/2000      T




 AGENCY LOCATION CODE/REGION:  11000001 /             SHORT NAME:  US MONEY

 RECIPIENT ID:  0101111                               SHORT NAME:  GRAY U
 ACCOUNT ID:  F1R10001
 GROUP ID:  INQUIRY
 AGENCY REFERENCE NUMBER:

 AUTHORIZATION AMOUNT: $          100,000.00     INCREASE/DECREASE IND:  I
 EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
 AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

 AUTHORIZATION STATUS:  A
 REJECT REASON:

 INITIATOR: E1XXX0#                 CERTIFIER: T1XXX0#

        F3=PRMT F4=MENU F5=MAIN                                    F11=LIST
```

STEP 3: ACTION

Press F11=LIST to return to the Authorization Summary Inquiry screen.

```
SP141A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP141AO          AUTHORIZATION TRANSACTION DETAIL INQUIRY          16:51:37
08/02/2000     T




AGENCY LOCATION CODE/REGION:  11000001 /            SHORT NAME:  US MONEY

RECIPIENT ID:  0101111                             SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10001
GROUP ID:  INQUIRY
AGENCY REFERENCE NUMBER:

AUTHORIZATION AMOUNT:  $          100,000.00    INCREASE/DECREASE IND:  I
EFFECTIVE DT:  08/02/2000   APPLIED DT:  08/02/2000   CERTIFY DT:  08/02/2000
AUTHORIZATION SEQUENCE NUMBER:  08/02/2000 E1QM287V 000001 000001 15:40:20

AUTHORIZATION STATUS:  A
REJECT REASON:

INITIATOR: E1XXX0#                 CERTIFIER: T1XXX0#

      F3=PRMT F4=MENU F5=MAIN                              F11=LIST
```

STEP 3: RESULT

The following screen appears, allowing for the selection of another transaction.

```
SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP140AO          AUTHORIZATION TRANSACTION SUMMARY INQUIRY         16:52:15
08/02/2000     T

AGENCY LOCATION CODE/REGION: 11000001 /            SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP          ACCOUNT ID      AUTHORIZATION AMT    I/D EFFECT DTE   STA

_ INQUIRY           F1R10001    $          100,000.00  I  08/02/2000    A

_ INQUIRY           F1R10002    $          100,000.00  I  08/02/2000    A

_ INQUIRY           F1R10003    $          100,000.00  I  08/02/2000    A

_ INQUIRY           F1R10004    $          110,000.00  I  08/02/2000    A



      F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO
```

STEP 4: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
SP140A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP140AO             AUTHORIZATION TRANSACTION SUMMARY INQUIRY          16:52:15
08/02/2000     T

AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  08/02/2000  TO: 08/02/2000


S   GROUP           ACCOUNT ID      AUTHORIZATION AMT    I/D EFFECT DTE   STA

_ INQUIRY            F1R10001   $            100,000.00  I  08/02/2000    A

_ INQUIRY            F1R10002   $            100,000.00  I  08/02/2000    A

_ INQUIRY            F1R10003   $            100,000.00  I  08/02/2000    A

_ INQUIRY            F1R10004   $            110,000.00  I  08/02/2000    A


       F3=PRMT F4=MENU F5=MAIN                     F9=ALC F10=RO
```

STEP 4: RESULT

The Inquiry Menu appears.

```
SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP100AO                        INQUIRY MENU                           16:53:33
08/02/2000     T




           < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
           < 2>  ACCOUNT BALANCE INQUIRY PROMPT
           < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
           < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
           < 5>  ACCOUNT PROFILE INQUIRY
           < 6>  FEDERAL PROGRAM AGENCY INQUIRY
           < 7>  PAYMENT REQUESTOR INQUIRY
           < 8>  RECIPIENT ORGANIZATION INQUIRY
           < 9>  CFDA INQUIRY
           <10>  ALC INQUIRY
           <11>  RETURNED PAYMENT INQUIRY PROMPT
           <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
           <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
          <14>  SUPER USER INQUIRY
          <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                  ENTER SELECTION NUMBER: __
                                  PRESS ENTER
       F2=EXIT        F5=MAIN
```

SECTION 5.5
ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

<   the **Agency Location Code / Region** of the Federal Agency providing funds,

<   the **Recipient ID** of the Recipient Organization using the funds, and

<   the **Account ID** used to identify and track the funds.

<   the **VRS Account ID** used to identify Voice Response accounts.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

<   **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.

<   **Account Status Indicator** - There are three possible Account Statuses:

         Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

         Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

         Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

<   **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an

information field, used at the discretion of the Federal Agency.

< **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

< **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a control account, then the Account Details for the account can be seen by pressing F9. If the account is not a control account, F9 is not displayed.

< **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.

< **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.

< **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

< **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

< **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

< **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.

< **Create Date** - the date stamp assigned by the system when the account profile is created.

< **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

< **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease

authorizations.

< **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

< **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

< **Book Entry Adjustment** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.

< **Agency Review/Maximum Draw Parameters** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount parameters for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

Review the following examples.

EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

    <   One Agency Location Code

    <   One Recipient ID

    <   Account ID

STEP 1: ACTION

After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Complete the highlighted fields shown below and press Enter.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                     16:54:34
 08/02/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 / __         SHORT NAME:
 RECIPIENT ID: 0101111                              SHORT NAME:
 ACCOUNT ID: F1R10003___               VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION:                                  CTRL ACCT (Y/N)
 ACCT STATUS INDICATOR (O/S/C):                        ASAP 1031 (Y/N)
 REQUESTOR ID:                               PYMNT WAREHOUSE IND(Y/N)
 GROUP ID:               CFDA NUMBER:             ALLOW BE ADJ (Y/N)
 BEGIN DATE:    /    /   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE:            BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT:
 CUMULATIVE AUTHORIZED AMOUNT:
 AVAILABLE BALANCE:

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. You will just remain on this screen to go to the next example.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                     16:55:46
 08/02/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /         SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10003                  VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 3                        CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY       CFDA NUMBER:             ALLOW BE ADJ (Y/N) Y
 BEGIN DATE:  08/02/2000 END DATE: 11/15/2000   CMIA INDICATOR (Y/N) N
 CREATE DATE: 08/02/2000 BUDGET PERIOD END DATE:  09/30/2000

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $83,000.00

              F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

EXAMPLE TWO

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

<   One Agency Location Code

<   One Recipient ID

<   Account ID for Control Account

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

```
 SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                  13:41:00
 08/03/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __       SHORT NAME:
 RECIPIENT ID: 0101111                            SHORT NAME:
 ACCOUNT ID: F1R10001___           VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION:                             CTRL ACCT (Y/N)
 ACCT STATUS INDICATOR (O/S/C):                   ASAP 1031 (Y/N)
 REQUESTOR ID:                          PYMNT WAREHOUSE IND(Y/N)
 GROUP ID:               CFDA NUMBER:          ALLOW BE ADJ (Y/N)
 BEGIN DATE:    /   /    END DATE:    /    /   CMIA INDICATOR (Y/N)
 CREATE DATE:            BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT:
 CUMULATIVE AUTHORIZED AMOUNT:
 AVAILABLE BALANCE:
                 F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

```
 SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                  13:43:51
 08/03/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /         SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001           VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 1                    CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                 ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                  PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:       ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000  END DATE:    /    /  CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000     BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:           $81,500.00


                 F4=MENU F5=MAIN                    F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F9=DTL to inquire on the account details assigned to this account.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO                   ACCOUNT PROFILE INQUIRY                      13:43:51
08/03/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001                  VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: ACCOUNT 1                          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY         CFDA NUMBER:              ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:            $81,500.00


            F4=MENU F5=MAIN                          F9=DTL
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Detail Inquiry screen appears.

```
SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO                   ACCOUNT DETAIL INQUIRY                       13:49:58
08/03/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:
ACCOUNT DESCRIPTION: ACCOUNT 1      AVAILABLE BALANCE:            $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:              $100,000.00

    ACCOUNT DETAIL ID        STATUS      CUMULATIVE          CUMULATIVE
                             (O/S/C)     DRAW LIMIT       DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1                O        $50,000.00           $9,000.00-
ACCOUNT DETAIL 2                O        $50,000.00           $9,500.00-




            F4=MENU F5=MAIN                                    F11=ACCT
```

STEP 3: ACTION

Press F11=ACCT to return to the Account Profile Inquiry screen.

```
 SP067A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP067AO                      ACCOUNT DETAIL INQUIRY                    13:49:58
 08/03/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001            VRS ACCOUNT ID:
 ACCOUNT DESCRIPTION: ACCOUNT 1        AVAILABLE BALANCE:           $81,500.00
  TOTAL CUMULATIVE DRAW LIMIT:              $100,000.00

     ACCOUNT DETAIL ID         STATUS       CUMULATIVE            CUMULATIVE
                               (O/S/C)       DRAW LIMIT        DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1                O         $50,000.00            $9,000.00-
 ACCOUNT DETAIL 2                O         $50,000.00            $9,500.00-




             F4=MENU F5=MAIN                                      F11=ACCT
```

STEP 3: RESULT

The Account Profile Inquiry screen is displayed.

```
 SP065A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                      ACCOUNT PROFILE INQUIRY                   13:43:51
 08/03/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001            VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 1                        CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                            PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:             ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:           $81,500.00


            F4=MENU F5=MAIN                          F9=DTL
 I0009   INQUIRY SUCCESSFUL.
```

EXAMPLE THREE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

<   One Agency Location Code

<   One Recipient ID

<   Account ID which has Agency Review Criteria/Maximum Draw Limits associated with it

STEP 1: ACTION

Enter the account ID as shown below and press Enter.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP065AO                     ACCOUNT PROFILE INQUIRY                  14:16:03
08/03/2000      T


AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
RECIPIENT ID: 0101111                             SHORT NAME:
ACCOUNT ID: F1R10002___            VRS ACCOUNT ID:

ACCOUNT DESCRIPTION:                                    CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                         ASAP 1031 (Y/N)
REQUESTOR ID:                              PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                 CFDA NUMBER:              ALLOW BE ADJ (Y/N)
BEGIN DATE:    /    /     END DATE:    /    /    CMIA INDICATOR (Y/N)
CREATE DATE:              BUDGET PERIOD END DATE:    /    /


TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review Criteria and/or Maximum Draw Limits associated with it which is indicated by the F8=REV function key at the bottom of the screen.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP065AO                     ACCOUNT PROFILE INQUIRY                  14:37:24
08/03/2000      T


AGENCY LOCATION CODE/REGION: 11000001 /         SHORT NAME:  US MONEY

RECIPIENT ID: 0101111                           SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002            VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: ACCOUNT 2                         CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY           CFDA NUMBER:           ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /    CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:    /    /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $95,500.00
              F4=MENU F5=MAIN           F8=REV
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press the F8=REV function key to inquire on Agency Review Criteria and/or Maximum Draw
Limit parameters which are associated with this account.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                      14:37:24
 08/03/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002          VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: ACCOUNT 2                          CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY         CFDA NUMBER:              ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000     BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:           $95,500.00


            F4=MENU F5=MAIN                      F8=REV
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Profile - Agency Review/Maximum Draw Parameters screen appears which
indicates the Agency Review Criteria and Maximum Draw Amounts which are associated with
this account. Pressing F7=PREV returns the inquirer back to the previous Account Profile
Inquiry screen.

```
 SP066A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP066AO    ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS    14:43:48
 08/03/2000     T



 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00         MONTHLY: $10,000.00
     QUARTERLY: $25,000.00         TOTAL:   $100,000.00
                             DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX#

            F4=MENU F5=MAIN          F7=PREV
```

STEP 3: ACTION

Press F4=Menu to return to the Inquiry Menu.

```
 SP066A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP066AO          ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS           14:43:48
 08/03/2000      T


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00            CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
     DAILY:     $7,500.00        MONTHLY: $10,000.00
     QUARTERLY: $25,000.00        TOTAL:    $100,000.00
                                 DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#




            F4=MENU F5=MAIN          F7=PREV
```

STEP 3: RESULT

The Inquiry Menu appears.

```
 SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP100AO                      INQUIRY MENU                            14:51:57
 08/03/2000      T



            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
            < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
            < 5>  ACCOUNT PROFILE INQUIRY
            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
            < 7>  PAYMENT REQUESTOR INQUIRY
            < 8>  RECIPIENT ORGANIZATION INQUIRY
            < 9>  CFDA INQUIRY
            <10>  ALC INQUIRY
            <11>  RETURNED PAYMENT INQUIRY PROMPT
            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
            <14>  SUPER USER INQUIRY
            <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                   ENTER SELECTION NUMBER: __
                                   PRESS ENTER
       F2=EXIT    F5=MAIN
```

SECTION 5.6

ACCOUNT PROFILE INQUIRY WITH VRS

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

the **Agency Location Code / Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Account ID** used to identify and track the funds.

SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

➢ **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.

➢ **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

➢ **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.

➢ **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.

➢ **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a Control Account, account details may be seen by pressing F9=DTL. If the account is not a Control Account, F9=DTL will not be displayed.

➢ **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.

➢ **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.

➢ **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.

➢ **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.

➢ **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).

➢ **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.

➢ **Create Date**- the date stamp assigned by the system when the account profile is created.

➢ **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated

total grant award.

➢ **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.

➢ **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.

➢ **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.

➢ **Book Entry Adjustment (ALLOW BE ADJ)** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.

➢ **Agency Review/Maximum Draw Amounts** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.

➢ **VRS Account ID** - the ability for Payment Requestors and Recipient Requestors to request Payment, Payment Cancellation, Book entry Reports and Inquiry from ASAP through touch tone phone system.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

EXAMPLE ONE

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

> One Recipient ID

> Account ID

STEP 1: ACTION

Logon and Enter your ASASP ID and OAC from Main Menu and select option 2 for Inquiry
Menu.

```
SP010A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
SP010AO                           MAIN MENU                            10:49:16
05/02/2001 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: 2
                                                PRESS ENTER
          F2=EXIT
```

STEP 2: ACTION

The Inquiry Menu appears.

```
SP100A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
SP100AO                          INQUIRY MENU                          10:52:08
05/02/2001 T

              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
              <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                   ENTER SELECTION NUMBER: __
                                   PRESS ENTER
          F2=EXIT           F5=MAIN
```

STEP 2: ACTION

From the Inquiry Menu, select option 5 for Account Profile Inquiry and press Enter.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
SP100AO                        INQUIRY MENU                        10:52:08
05/02/2001 T


           < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
           < 2>  ACCOUNT BALANCE INQUIRY PROMPT
           < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
           < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
           < 5>  ACCOUNT PROFILE INQUIRY
           < 6>  FEDERAL PROGRAM AGENCY INQUIRY
           < 7>  PAYMENT REQUESTOR INQUIRY
           < 8>  RECIPIENT ORGANIZATION INQUIRY
           < 9>  CFDA INQUIRY
           <10>  ALC INQUIRY
           <11>  RETURNED PAYMENT INQUIRY PROMPT
           <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
           <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
           <14>  SUPER USER INQUIRY
           <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                      ENTER SELECTION NUMBER: 5
                                      PRESS ENTER
F2=EXIT          F5=MAIN
```

STEP 2: RESULT

The Account Profile Inquiry appears.

```
SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
 SP065AO                     ACCOUNT PROFILE INQUIRY               10:53:56
 05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 / __       SHORT NAME:  LVFMC
 RECIPIENT ID: _____                         SHORT NAME:
 ACCOUNT ID:   _____              VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION:                              CTRL ACCT (Y/N)
 ACCT STATUS INDICATOR (O/S/C):                   ASAP 1031 (Y/N)
 REQUESTOR ID:                           PYMNT WAREHOUSE IND(Y/N)
 GROUP ID:                 CFDA NUMBER:          ALLOW BE ADJ (Y/N)
 BEGIN DATE:    /    /     END DATE:    /    /    CMIA INDICATOR (Y/N)
 CREATE DATE:              BUDGET PERIOD END DATE:    /    /



 TOTAL ESTIMATED GRANT AMOUNT:
 CUMULATIVE AUTHORIZED AMOUNT:
 AVAILABLE BALANCE:



             F4=MENU F5=MAIN
```

STEP 3: ACTION

Fill in the Recipient ID and the Account ID and press Enter.

```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
 SP065AO                    ACCOUNT PROFILE INQUIRY                   10:53:56
 05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 / __        SHORT NAME:  LVFMC
 RECIPIENT ID: 0275751                             SHORT NAME:
 ACCOUNT ID: 0081941701             VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION:                                  CTRL ACCT (Y/N)
 ACCT STATUS INDICATOR (O/S/C):                       ASAP 1031 (Y/N)
 REQUESTOR ID:                                    PYMNT WAREHOUSE IND(Y/N)
 GROUP ID:                CFDA NUMBER:              ALLOW BE ADJ (Y/N)
 BEGIN DATE:    /    /       END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE:             BUDGET PERIOD END DATE:    /     /


 TOTAL ESTIMATED GRANT AMOUNT:
 CUMULATIVE AUTHORIZED AMOUNT:
 AVAILABLE BALANCE:



            F4=MENU F5=MAIN
```

STEP 3: RESULT

The Account Profile Inquiry screen appears with the information about the specified account displayed. You will remain on this screen to proceed to the next example.

```
SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/02/01
 SP065AO                    ACCOUNT PROFILE INQUIRY                   11:15:47
 05/02/2001 T

 AGENCY LOCATION CODE/REGION: 68128933 /          SHORT NAME:  LVFMC
 RECIPIENT ID: 0275751                             SHORT NAME:  UAF
 ACCOUNT ID: 0081941701             VRS ACCOUNT ID:

 ACCOUNT DESCRIPTION: OLIGOBACTERIA STUDY                CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): S                      ASAP 1031 (Y/N) N
 REQUESTOR ID: 6019903                            PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: 6000          CFDA NUMBER: 66.505        ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 01 / 01 / 1993   END DATE: 04 / 02 / 2001 CMIA INDICATOR (Y/N)
 CREATE DATE: 09/26/1996    BUDGET PERIOD END DATE: 12 / 30 / 1996


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $105,469.53
 AVAILABLE BALANCE:            $105,469.53



            F4=MENU F5=MAIN                          F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

EXAMPLE TWO

Use the Account Profile Inquiry to view the profile of an ASAP Control Account.

❯   One Recipient ID

❯   Account ID for Control Account

STEP 1: ACTION

After completing Example 1, type in the next Account ID that you want to inquire on and press Enter.

```
 SP065A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                    13:41:00
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 / __        SHORT NAME:
 RECIPIENT ID: 0101111                             SHORT NAME:
 ACCOUNT ID: F1R10001___              VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: TEST ACCOUNT                    CTRL ACCT (Y/N): N
 ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N): N
 REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND (Y/N): N
 GROUP ID:            CFDA NUMBER: 10.000     ALLOW BE ADJ(Y/N):Y
 BEGIN DATE: 08/02/2000   END DATE: 11/15/2000   CMIA INDICATOR (Y/N): N
 CREATE DATE:08/02/2000     BUD. PER. END DATE: 09/30/2000


 TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00
 CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
 AVAILABLE BALANCE: $427,000.00
                             F4=MENU  F5=MAIN               F8=REV
 I0009 INQUIRY SUCCESSFUL.

              F4=MENU F5=MAIN
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the "Y" listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

```
 SP065A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                    13:43:51
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001              VRS ACCOUNT ID:002401


     ACCOUNT DESCRIPTION: ACCOUNT 1                    CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                     ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                      PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY           CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /    CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /

 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $81,500.00



              F4=MENU F5=MAIN                        F9=DTL
  I0009   INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F9=DTL to inquire on the account details assigned to this account.

```
SP065A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP065AO                    ACCOUNT PROFILE INQUIRY                     13:43:51
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                       VRS ACCOUNT ID:002401


 ACCOUNT DESCRIPTION: ACCOUNT 1                         CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                       ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY          CFDA NUMBER:            ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $81,500.00


           F4=MENU F5=MAIN                         F9=DTL
  I0009   INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Detail Inquiry screen appears.

```
SP067A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/02/00
 SP067AO                    ACCOUNT DETAIL INQUIRY                      13:49:58
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                       VRS ACCOUNT ID:002401
 ACCOUNT DESCRIPTION: ACCOUNT 1        AVAILABLE BALANCE:        $81,500.00
   TOTAL CUMULATIVE DRAW LIMIT:          $100,000.00

     ACCOUNT DETAIL ID        STATUS       CUMULATIVE            CUMULATIVE
                              (O/S/C)      DRAW LIMIT         DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1              O          $50,000.00           $9,000.00-
 ACCOUNT DETAIL 2              O          $50,000.00           $9,500.00-




           F4=MENU F5=MAIN                                   F11=ACCT
```

STEP 3: ACTION

Press F11=ACCT to return to the Account Profile Inquiry screen.

```
SP067A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP067AO                     ACCOUNT DETAIL INQUIRY                       13:49:58
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                                SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10001                       VRS ACCOUNT ID:002401
 ACCOUNT DESCRIPTION: ACCOUNT 1     AVAILABLE BALANCE:             $81,500.00
   TOTAL CUMULATIVE DRAW LIMIT:             $100,000.00


     ACCOUNT DETAIL ID          STATUS      CUMULATIVE          CUMULATIVE
                                (O/S/C)     DRAW LIMIT      DRAWS/BE/RP TO DATE

 ACCOUNT DETAIL 1                 O         $50,000.00          $9,000.00-
 ACCOUNT DETAIL 2                 O         $50,000.00          $9,500.00-




             F4=MENU F5=MAIN                                      F11=ACCT

```

STEP 3: RESULT

The Account Profile Inquiry screen appears. You will remain on this screen to proceed to the next example.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                     ACCOUNT PROFILE INQUIRY                      13:43:51
 08/03/2000

AGENCY  LOCATION  CODE/REGION:  11000001  /                  SHORT  NAME:   US  MONEY1
RECIPIENT ID: 0101111                             SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001                        VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1                          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                        ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                         PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY        CFDA NUMBER:              ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000    END DATE:     /    /     CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000    BUDGET PERIOD END DATE:     /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:            $81,500.00


             F4=MENU F5=MAIN                          F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

EXAMPLE THREE

Use the Account Profile Inquiry to view the profile of an ASAP account with Agency Review and Maximum Draw Amounts.

➙   One Recipient ID

➙   Account ID which has Agency Review and Maximum Draw Amounts associated with it

STEP 1: ACTION

After completing Example 2, type in the next Account ID that you want to inquire on and press Enter.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                    14:16:03
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 / __       SHORT NAME:
 RECIPIENT ID: 0101111                            SHORT NAME:
 ACCOUNT ID: F1R10002___              VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 1                        CTRL ACCT (Y/N) Y
 ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY        CFDA NUMBER:           ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /    CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000   BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $81,500.00


             F4=MENU F5=MAIN                        F9=DTL
 I0009  INQUIRY SUCCESSFUL.
```

STEP 1: RESULT

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review and/or Maximum Draw Amounts associated with it which is indicated by the F8=REV command at the bottom of the screen.

```
 SP065A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                    14:37:24
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /       SHORT NAME:  US MONEY1
   RECIPIENT ID: 0101111                       SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002                 VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 2                        CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                       PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY        CFDA NUMBER:           ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /    CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000   BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $95,500.00

             F4=MENU F5=MAIN              F8=REV
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press the F8=REV function key to inquire on Agency Review and/or Maximum Draw
Amounts which are associated with this account.

```
SP065A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP065AO                   ACCOUNT PROFILE INQUIRY                         14:37:24
 08/03/2000

 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002                    VRS ACCOUNT ID:002401

 ACCOUNT DESCRIPTION: ACCOUNT 2                              CTRL ACCT (Y/N) N
 ACCT STATUS INDICATOR (O/S/C): O                           ASAP 1031 (Y/N) N
 REQUESTOR ID: 0101234                          PYMNT WAREHOUSE IND(Y/N) Y
 GROUP ID: INQUIRY        CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
 BEGIN DATE: 08 / 02 / 2000   END DATE:    /    /     CMIA INDICATOR (Y/N)
 CREATE DATE: 08/02/2000   BUDGET PERIOD END DATE:    /    /


 TOTAL ESTIMATED GRANT AMOUNT: $0.00
 CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
 AVAILABLE BALANCE:          $95,500.00


            F4=MENU F5=MAIN                 F8=REV
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Account Profile - Maximum Draw Parameters screen appears with the Agency
Review and Maximum Draw Amounts that are associated with this account. If
PF7=PREV is pressed, the inquirer returns to the previous Account Profile Inquiry
screen.

```
 SP066A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP066AO            ACCOUNT PROFILE – MAXIMUM DRAW PARAMETERS              14:43:48
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00             CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
     DAILY:    $7,500.00          MONTHLY: $10,000.00
     QUARTERLY: $25,000.00         TOTAL:   $100,000.00
                              DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#


            F4=MENU F5=MAIN         F7=PREV
```

STEP 3: ACTION

Press F4=Menu to return to the Inquiry Menu.

```
SP066A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP066AO             ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS          14:43:48
 08/03/2000


 AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1

 RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
 ACCOUNT ID: F1R10002

 LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
 THRESHOLD: $5,000.00              CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#

 MAXIMUM DRAW AMOUNTS:
      DAILY:    $7,500.00          MONTHLY: $10,000.00
      QUARTERLY: $25,000.00          TOTAL:   $100,000.00
                               DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#




            F4=MENU F5=MAIN        F7=PREV
```

STEP 3: RESULT

The Inquiry Menu appears.

```
SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                      INQUIRY MENU                          14:51:57
 08/03/2000


             < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
             < 2>  ACCOUNT BALANCE INQUIRY PROMPT
             < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
             < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
             < 5>  ACCOUNT PROFILE INQUIRY
             < 6>  FEDERAL PROGRAM AGENCY INQUIRY
             < 7>  PAYMENT REQUESTOR INQUIRY
             < 8>  RECIPIENT ORGANIZATION INQUIRY
             < 9>  CFDA INQUIRY
             <10>  ALC INQUIRY
             <11>  RETURNED PAYMENT INQUIRY PROMPT
             <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
             <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
             <14>  SUPER USER INQUIRY
             <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                    ENTER SELECTION NUMBER: __
                                    PRESS ENTER
        F2=EXIT
```

SECTION 5.7

VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

Purpose

Allows Agency to determine which recipients use VRS and the VRS Account number that corresponds to the agency-established ASAP Account ID.

Overview

The ASAP Voice Response System (VRS) provides an automated system for interaction between ASAP and its external customers. The ASAP VRS users are Payment Requestors and Recipient Organizations. Through the use of a touch-tone telephone the users may access their grant funds. The payment delivery method for VRS is ACH only. The system requires a PIN number, ASAP ID and password. There are two menus within VRS. The Payment Request Menu provides Payment Requestor functions and Inquiry selections. The Recipient Organization Menu provides Inquiry selections. VRS is NOT available to Federal Program Agency users.

Federal Program Agency Impact

The ASAP system generates a six-digit VRS account number that corresponds to the agency created ASAP Account ID. That number is reflected on the Account Profile Screen when a payment requestor or recipient is "flagged" as a Voice Response System user. Because some VRS users may not have access to ASAP on-line, it is the FPA's responsibility to ensure their recipients know the VRS account number that applies to the accounts from which they are entitled to make payment requests or inquiries. A special option has been added to the Inquiry Menu which will allow FPAs to search for VRS account IDs and their corresponding ASAP account ID. That option is number 15 on the Inquiry Menu – Voice Response Account Number Inquiry Prompt.

Hours of Operation

Voice Response System is available to customers 24 hours a day, 7 days a week (24x7).

The <u>full</u> Voice Response System menu is offered on ASAP business days, Monday through Friday from 8:00 a.m. ET until 11:55 p.m. ET. VRS transactions are processed on-line and real time just as transactions are processed when accessing ASAP via a personal computer.

A <u>reduced</u> menu is available at all other times, including the following holidays:

New Year's Day	Martin Luther King, Jr. Day
Presidents' Day	Memorial Day
Fourth of July	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

There are two menus within the Voice Response System. One that will allow the Payment Requestor update functions and Inquiry selections, and another that will allow only Recipient Organizations Inquiry selections.

Full VRS Menu Options:

Single Payment Request – a simplified method that allows a payment requestor to request a payment from a single account for delivery the next business day.

Multiple Payment Request – allows a payment requestor to request payments from multiple accounts established by a single Federal agency for delivery the next business day or up to 32 days in the future.

Payment Request Status – allows a payment requestor or recipient organization to inquire into the status of a payment request created on VRS.

Payment Cancellation – allows a payment requestor to cancel a payment request created on VRS.

Book Entry Adjustment – allows a payment requestor to move funds from one account created by a Federal agency to another account created by the same agency.

Account Balance Request – allows a payment requestor or recipient organization request the balance of an account.

Account Settlement Report Request – allows a payment requestor or recipient organization to request that a report of activity in an account within dates specified by the requestor be faxed to a number specified by the requestor at the beginning of the next business day.

Reduced Menu: - (ASAP non-business hours)

Single Payment Request
Payment Cancellation.
Account Balance Request
Account Settlement Report

Examples

Steps 1 and 2 To search the Voice Response Account Number Inquiry Prompt (Ex 1).

Step 3 To search by ALC only.

Step 4 To search by Recipient ID (Ex 3).

Step 5 To search by Payment Requestor (Ex 5).

Step 6 To search by Payment Requestor and Recipient ID (Ex 5).

Step 7 To search by VRS Account Number (Ex 6).

STEP 1: ACTION
(Example 1)

From the Main Menu, select option 2 to select the Inquiry Menu.

```
 SP010A        UTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
  SP010AO                           MAIN MENU                    10:42:46
  08/03/2000      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: 2
                                                PRESS ENTER
          F2=EXIT
```

STEP 1: RESULT

The Inquiry Menu appears.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
SP100AO                          INQUIRY MENU                       HH:MM:SS
08/02/2000 T
                   <1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                   <2>  ACCOUNT BALANCE INQUIRY PROMPT
                   <3>  ACCOUNT STATEMENT INQUIRY PROMPT
                   <4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                   <5>  ACCOUNT PROFILE INQUIRY
                   <6>  FEDERAL PROGRAM AGENCY INQUIRY
                   <7>  PAYMENT REQUESTOR INQUIRY
                   <8>  RECIPIENT ORGANIZATION INQUIRY
                   <9>  CFDA INQUIRY
                   <10>  ALC INQUIRY
                   <11>  RETURNED PAYMENT INQUIRY PROMPT
                   <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                   <13>   INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                   <14> SUPER USER INQUIRY
                   <15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                   ENTER SELECTION NUMBER:__
                                    PRESS ENTER
             F2=EXIT   F5=MAIN
```

STEP 2: ACTION
(Example 1)

From the Inquiry Menu, select option 15 for the Voice Response Account Number Inquiry
prompt.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP100AO                        INQUIRY MENU                          HH:MM:SS
08/02/2000 T


                   <1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                   <2>  ACCOUNT BALANCE INQUIRY PROMPT
                   <3>  ACCOUNT STATEMENT INQUIRY PROMPT
                   <4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
                   <5>  ACCOUNT PROFILE INQUIRY
                   <6>  FEDERAL PROGRAM AGENCY INQUIRY
                   <7>  PAYMENT REQUESTOR INQUIRY
                   <8>  RECIPIENT ORGANIZATION INQUIRY
                   <9>  CFDA INQUIRY
                   <10> ALC INQUIRY
                   <11> RETURNED PAYMENT INQUIRY PROMPT
                   <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                   <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                   <14> SUPER USER INQUIRY
                   <15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                       ENTER SELECTION NUMBER:15
                                        PRESS ENTER
              F2=EXIT    F5=MAIN
```

STEP 3: ACTION

(Example 2)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region and press Enter, you will be presented all the recipients associated with this **ALC only**.

```
 SP575A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS           02/08/01
 SP575AO         VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
 02/08/2001 T



 Enter:


        AGENCY LOCATION CODE/REGION: 12350001/03   SHORT NAME:


         RECIPIENT ID:                             SHORT NAME:


         REQUESTOR ID:  _____                    SHORT NAME:


         VOICE RESPONSE ACCOUNT NUMBER:  _____


              F4=MENU F5=MAIN
```

STEP 3: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all recipients for **ALC** entered. F3=PRMT for the next search.

```
SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS         02/08/01
 SP577AO            VOICE RESPONSE ACCOUNT NUMBER LIST               13:41:32
 02/08/2001 T
                                                    SCREEN:   1 OF   1
 AGENCY LOCATION CODE/REGION: 12350001/03           SHORT NAME: US MONEY

 VRS ACCT    RECIPIENT   ASAP ACCOUNT NUMBER     DETAIL ACCOUNT NUMBER
  NUMBER        ID
 001961    0166277     663S2513
 001962    0166277     663S2514
 001963    0166277     663S2515
 001964    0166277     663S2518
 002664    1207337     663W1003
 002665    1207337     663W1006
 002666    1207337     663W1011
 002667    1207337     763W1003
 002668    1207337     763W1006


       F3=PRMT F4=MENU F5=MAIN
 I0009   INQUIRY SUCCESSFUL.
```

STEP 4: ACTION
(Example 3)

If you logged on as a Federal Agency, Enter the Recipient ID and press Enter for the
ALC/Recipient ID Search.

```
 SP575A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
 SP575AO        VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
 02/08/2001 T



  ENTER:



        AGENCY LOCATION CODE/REGION: 11000001/02  SHORT NAME:


        RECIPIENT ID:0101111                       SHORT NAME:



        REQUESTOR ID:  _____                     SHORT NAME:



        VOICE RESPONSE ACCOUNT NUMBER:  _____



              F4=MENU F5=MAIN
```

STEP 4: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all accounts for the
recipient and ALC entered. F3=PRMT for the next search.

```
 SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        02/08/01
 SP577AO             VOICE RESPONSE ACCOUNT NUMBER LIST             13:41:32
 02/08/2001 T
                                                SCREEN:  1 OF   1
 AGENCY LOCATION CODE/REGION: 11000001/02        SHORT NAME: US MONEY

 VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER    DETAIL ACCOUNT NUMBER
  NUMBER       ID
  002401   0101111     666S6007
  002402   0101111     666S6009



       F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 5: ACTION
(Example 4)

If you logged on as a Federal Agency, Enter the Payment Requestor ID and press Enter for the ALC/Requestor ID Search.

```
 SP575A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        02/08/01
 SP575AO           VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT       13:31:07
 02/08/2001 T

 ENTER:

        AGENCY LOCATION CODE/REGION:12350001/09      SHORT NAME:

        RECIPIENT ID:_____                   SHORT NAME:

        REQUESTOR ID: 4203744                   SHORT NAME:

        VOICE RESPONSE ACCOUNT NUMBER:  _____

              F4=MENU F5=MAIN
```

STEP 5: RESULT

The VRS Account Number List Inquiry results are displayed. Results include all recipients and accounts for the **Payment Requestor and ALC** entered. F3=PRMT for the next search.

```
 SP577A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/01
 SP577AO               VOICE RESPONSE ACCOUNT NUMBER LIST             09:43:07
 05/03/2001 T
                                                    SCREEN:  1 OF   1
 AGENCY LOCATION CODE/REGION: 12350001 / 09    SHORT NAME: FRB-AMA

 VRS ACCT     RECIPIENT    ASAP ACCOUNT NUMBER     DETAIL ACCOUNT NUMBER
  NUMBER        ID
  002344      1207337      00800312S6008
  002587      1207337      TST00312
  002345      3560931      00801535S6008
  002346      3560931      008015359S6008




      F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 6: ACTION
(Example 5)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region. Enter your Requestor ID and the Recipient ID and press Enter for the **ALC/Region, Recipient Organization ID and Payment Requestor ID Search.**

```
SP575A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO            VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT         13:31:07
02/08/2001 T

ENTER:

       AGENCY LOCATION CODE/REGION: 12350001/01    SHORT NAME: FLFPA07

       RECIPIENT ID: 0900663                     SHORT NAME:

       REQUESTOR ID: 4203744                     SHORT NAME:

       VOICE RESPONSE ACCOUNT NUMBER:  _____




            F4=MENU F5=MAIN

```

STEP 6: RESULT

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region, Recipient Organization ID and Payment Requestor ID for the search**
Entered. F3=PRMT for the next search. **Note:** Each ASAP Account Number and Detail Account Number has a unique VRS Account number.

```
SP577A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/13/01
 SP577AO                VOICE RESPONSE ACCOUNT NUMBER LIST              11:37:48
 02/13/2001 T
                                                     SCREEN:  1 OF   3
 AGENCY LOCATION CODE/REGION: 12350001/03   SHORT NAME: FLFPA07

 VRS ACCT    RECIPIENT   ASAP ACCOUNT NUMBER      DETAIL ACCOUNT NUMBER
  NUMBER        ID
  002349    4210061     CTRL10
  002350    4210061     CTRL10                    CTRL10-AD1
  002351    4210061     CTRL10                    CTRL10-AD2
  002352    4210061     CTRL10                    CTRL10-AD3
  002353    4210061     CTRL11
  002354    4210061     CTRL11                    CTRL11-AD1
  002355    4210061     CTRL11                    CTRL11-AD2
  002356    4210061     CTRL11                    CTRL11-AD3
  002357    4210061     CTRL12
  002358    4210061     CTRL12                    CTRL12-AD1


       F3=PRMT F4=MENU F5=MAIN                F8=PGDN

```

STEP 7: ACTION
(Example 6)

If you logged on as a Federal Agency, ASAP will insert the ALC/Region.   Enter the VRS
Account Number and press Enter.

```
SP575A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        02/08/01
SP575AO             VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT       13:31:07
02/08/2001 T

ENTER:


      AGENCY LOCATION CODE/REGION:1235001 / 03     SHORT NAME:

      RECIPIENT ID:_____                        SHORT NAME:

      REQUESTOR ID:                                SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: 002001



            F4=MENU F5=MAIN
```

STEP 7: RESULT

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region and
the VRS Account Number** for the search Entered.

```
SP577A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        05/03/01
 SP577AO            VOICE RESPONSE ACCOUNT NUMBER LIST                 10:29:53
 05/03/2001 T


                                              SCREEN:  1 OF   1
 AGENCY LOCATION CODE/REGION: 12350001 / 03    SHORT NAME: FCSSERO

 VRS ACCT    RECIPIENT   ASAP ACCOUNT NUMBER    DETAIL ACCOUNT NUMBER
  NUMBER        ID
  002000    1386386      883N1020






        F3=PRMT F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

SECTION 5.8

FEDERAL PROGRAM AGENCY INQUIRY

This feature allows you to view a Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code** (ALC) consisting of 8 digits and a 2 digit Region Code, if applicable. To view the profile for an agency, type the ALC/Region in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Federal Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

<   **FPA Active Flag** - indicates whether the Federal Agency is "active", or able to perform functions in ASAP. "Y" indicates that the Federal Agency is active, and "N" indicates that the Federal Agency is inactive.

<   **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (ie. Mainframe or Fedline terminal).

<   **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.

<   **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either "P" for Paper, "F" for fax or "B" for bulkdata. If "F" for fax is selected, a primary and secondary fax number should be listed.

<   **Mainframe Indicator** - indicates whether the FPA has a mainframe connection to the ASAP system.

<   **Allow Global Accounts (Y/N) -** indicates whether the FPA has authority to establish

global accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Federal Agency profile inquiry feature.

One example is provided in this section. Review the following example.

EXAMPLE

Use the Federal Agency Inquiry feature to view a profile.

<   One Agency Location Code

STEP 1: ACTION

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Agency Inquiry
screen.   Enter the Agency Location Code/Region as shown below and press Enter.

```
 SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/04/00
 SP305AO                 FEDERAL PROGRAM AGENCY INQUIRY             14:41:42
 08/04/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __
 FULL NAME:                                       SHORT NAME:
 ADDRESS LINE 1:                           PSEUDO ABA:

 ADDRESS LINE 2:                           MAINFRAME DELIVERY:
 ADDRESS LINE 3:                           ALLOW GLOBAL ACCTS (Y/N):
 CITY:                     STATE:     ZIP CODE:       -
 COUNTRY:
 CONTACT NAME:                             CONTACT PHONE: (     )    -
 PAYMENT WAREHOUSE IND:                    CONTACT EXTENSION:
 REPORT DELIVERY METHOD:  PAYMENT REPORT:  AUTHORIZATION:     ACCOUNT:
         PRIMARY FAX: (     )    -        SECONDARY FAX: (     )    -
 FPA CERTIFYING OFFICIAL:
 FPA CERTIFYING OFFICIAL TITLE:
 FPA CERTIFYING OFFICIAL PHONE: (    )    -         EXTENSION:
 FPA ACTIVE FLAG:
              F4=MENU F5=MAIN
```

STEP 1: RESULT

The following Federal Agency information appears.

```
 SP305A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/04/00
 SP305AO                 FEDERAL PROGRAM AGENCY INQUIRY             14:50:09
 08/04/2000     T


 AGENCY LOCATION CODE/REGION: 11000001 / __
 FULL NAME: DEPARTMENT OF THE MONEY                 SHORT NAME: US MONEY

 ADDRESS LINE 1: 101 14TH STREET                PSEUDO ABA: 750100001
 ADDRESS LINE 2:                           MAINFRAME DELIVERY: Y
 ADDRESS LINE 3:                           ALLOW GLOBAL ACCTS (Y/N):  N
 CITY: WASHINGTON            STATE: DC     ZIP CODE: 12345 -
 COUNTRY:
 CONTACT NAME: JILL JOHNS                  CONTACT PHONE: ( 202 ) 674 - 5555
 PAYMENT WAREHOUSE IND: Y                  CONTACT EXTENSION:
 REPORT DELIVERY METHOD:  PAYMENT REPORT: B  AUTHORIZATION: B    ACCOUNT: B
         PRIMARY FAX: (     )    -        SECONDARY FAX: (     )    -
 FPA CERTIFYING OFFICIAL:  JILL JOHNS
 FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
 FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555     EXTENSION:
 FPA ACTIVE FLAG: Y
              F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
SP305A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/04/00
SP305AO                FEDERAL PROGRAM AGENCY INQUIRY                  14:50:09
08/04/2000      T


AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                       SHORT NAME: US MONEY

ADDRESS LINE 1: 101 14TH STREET                        PSEUDO ABA: 750100001
ADDRESS LINE 2:                                 MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                                 ALLOW GLOBAL ACCTS (Y/N):  N
CITY: WASHINGTON              STATE: DC    ZIP CODE: 12345 -
COUNTRY:
CONTACT NAME: JILL JOHNS                 CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                 CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT: B    AUTHORIZATION: B    ACCOUNT: B
          PRIMARY FAX: (     )     -     SECONDARY FAX: (     )     -
FPA CERTIFYING OFFICIAL: JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555      EXTENSION:
FPA ACTIVE FLAG: Y
               F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

```
SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/30/00
SP100AO                       INQUIRY MENU                            14:58:44
08/04/2000      T




          < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
          < 2>  ACCOUNT BALANCE INQUIRY PROMPT
          < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
          < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
          < 5>  ACCOUNT PROFILE INQUIRY
          < 6>  FEDERAL PROGRAM AGENCY INQUIRY
          < 7>  PAYMENT REQUESTOR INQUIRY
          < 8>  RECIPIENT ORGANIZATION INQUIRY
          < 9>  CFDA INQUIRY
          <10>  ALC INQUIRY
          <11>  RETURNED PAYMENT INQUIRY PROMPT
          <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
          <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
          <14>  SUPER USER INQUIRY
          <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                              ENTER SELECTION NUMBER:
                              PRESS ENTER
     F2=EXIT        F5=MAIN
```

SECTION 5.9

PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name**, **address**, **contact personnel**, and **certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

Other information on the Payment Requestor Profile includes:

<   Recipient Org (Y/N) - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.

<   VRS Indicator - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
                Y for Yes - this Requestor uses the Voice Response System
                N for No - this Requestor does not use the Voice Response System
                B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed below:

< **ACH DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.

< **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.

< **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a (**D**) demand (checking) account or (**S**) savings account.

< **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor

< **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.

< **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.

< **FDS DFI ABA NO** - identifies the Depositary Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.

< **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.

   !   Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.

< **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor

< **PR Active Flag** - indicates whether the Payment Requestor is "active", or able to perform functions in ASAP. "Y" indicates that the Payment Requestor is active, and "N" indicates that the Payment Requestor is inactive.

< **Multiple Bank Relationships -** if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have

multiple bank relationships, F8 will not be displayed.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

EXAMPLE ONE

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization with one bank relationship.

<   One Requestor ID

STEP 1: ACTION

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor
Inquiry screen. If the Requestor ID is not displayed in the Requestor ID field, fill in the field as
shown below.   Press Enter to complete the inquiry.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                    17:00:06
 08/02/2000      T


 REQUESTOR ID: 0101234  ORGANIZATION TYPE:
 FULL NAME:                                        SHORT NAME:
 ADDRESS LINE 1:                                   TIN:
 ADDRESS LINE 2:                                   DUNS:
 ADDRESS LINE 3:                                     RECIPIENT ORG (Y/N):
   CITY:                      STATE:     ZIP:        -    VRS IND (Y, N, B):
     COUNTRY:                               EFFECTIVE DATE(MM/DD/CCYY):    /    /

 E-MAIL ADDRESS:
 CONTACT NAME:                                 CONTACT PHONE: (     )     -
 CERTIFYING OFFICIAL:                              CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )    -        EXTENSION:
 ACH - DFI ABA NO:         BK ACCT NO:                       ACCT TYPE:
      ACCT TITLE:
 FDS - DFI ABA NO:         BK ACCT NO:
      ACCT TITLE:                            FURTHER CREDIT ABA:
 PR ACTIVE FLAG:
               F4=MENU F5=MAIN
```

STEP 1: RESULT

The Payment Requestor profile information will appear. You may remain on this screen and
proceed directly to the next example.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP310AO                    PAYMENT REQUESTOR INQUIRY                    17:01:01
 08/02/2000      T


 REQUESTOR ID: 0101234  ORGANIZATION TYPE: U       UNIVERSITY
 FULL NAME: GRAY UNIVERSITY                         SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                    TIN:
 ADDRESS LINE 2:                                    DUNS:
 ADDRESS LINE 3:                                     RECIPIENT ORG (Y/N): y
   CITY: ALBANY                      STATE: NY  ZIP: 12345 -    VRS IND (Y, N,
 B):N      COUNTRY:                               EFFECTIVE DATE(MM/DD/CCYY): 05 / 25
 / 2000
 E-MAIL ADDRESS:
 CONTACT NAME: AMY ADAMS                        CONTACT PHONE: ( 502 ) 235 - 4689
 CERTIFYING OFFICIAL: BOB SMITH                     CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 50900087422       ACCT TYPE: D
      ACCT TITLE: GRANT FUND
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 50900087422
      ACCT TITLE: GRANT FUND             FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
               F4=MENU F5=MAIN
```

EXAMPLE TWO

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization that has more than one banking relationship.

<   One Requestor ID

STEP 1: ACTION

If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below.
Press Enter to complete the inquiry.

```
 SP310A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310AO                     PAYMENT REQUESTOR INQUIRY                17:00:06
 08/02/2000      T


 REQUESTOR ID: 0104321  ORGANIZATION TYPE:                                        |
 FULL NAME:                                      SHORT NAME:
 ADDRESS LINE 1:                                 TIN:
 ADDRESS LINE 2:                                 DUNS:
 ADDRESS LINE 3:                                  RECIPIENT ORG (Y/N):
   CITY:                     STATE:    ZIP:      -    VRS IND (Y, N, B):
    COUNTRY:                             EFFECTIVE DATE(MM/DD/CCYY):    /    /

 E-MAIL ADDRESS:
 CONTACT NAME:                                CONTACT PHONE: (     )     -
 CERTIFYING OFFICIAL:                             CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )    -        EXTENSION:
 ACH - DFI ABA NO:          BK ACCT NO:                      ACCT TYPE:
     ACCT TITLE:
 FDS - DFI ABA NO:          BK ACCT NO:
     ACCT TITLE:                              FURTHER CREDIT ABA:
 PR ACTIVE FLAG:
              F4=MENU F5=MAIN
```

STEP 1: RESULT

The Payment Requestor profile information will appear. Multiple bank relationships exist for
this Payment Requestor, so the F8=PGDN function key is available.

```
 SP310A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310AO                     PAYMENT REQUESTOR INQUIRY                17:01:01
 08/02/2000      T


 REQUESTOR ID: 0104321  ORGANIZATION TYPE: U      UNIVERSITY
 FULL NAME: GREEN UNIVERSITY                      SHORT NAME: GREEN U
 ADDRESS LINE 1: 111 MAIN ST.                     TIN:
 ADDRESS LINE 2:                                  DUNS:
 ADDRESS LINE 3:                                   RECIPIENT ORG (Y/N): Y
   CITY:                     STATE:    ZIP:      -    VRS IND (Y, N, B): N
    COUNTRY:                             EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 /
 2000
 E-MAIL ADDRESS:
 CONTACT NAME: JACK JONES                     CONTACT PHONE: ( 502 ) 999 - 1234
 CERTIFYING OFFICIAL: JANE SMITH                  CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422       ACCT TYPE: D
     ACCT TITLE: GENERAL ACCOUNT
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422
     ACCT TITLE: GENERAL ACCOUNT           FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y
              F4=MENU F5=MAIN
```

STEP 2:   ACTION

Press F8=PGDN to Inquire on the Multiple Banking Relationships.

```
 SP310A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310AO                     PAYMENT REQUESTOR INQUIRY                 17:01:01
 08/02/2000      T


 REQUESTOR ID: 0104321  ORGANIZATION TYPE: U     UNIVERSITY
 FULL NAME: GREEN UNIVERSITY                    SHORT NAME: GREEN U
 ADDRESS LINE 1: 111 MAIN ST.                   TIN:
 ADDRESS LINE 2:                                DUNS:
 ADDRESS LINE 3:                       RECIPIENT ORG (Y/N): Y
   CITY:                   STATE:     ZIP:      -    VRS IND (Y, N, B): N
    COUNTRY:                          EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 /
 2000
 E-MAIL ADDRESS:
 CONTACT NAME: JACK JONES                   CONTACT PHONE: ( 502 ) 999 – 1234
 CERTIFYING OFFICIAL: JANE SMITH                    CONTACT EXTENSION:
 CERTIFYING OFFICIAL TITLE: COMPTROLLER
 CERTIFYING OFFICIAL PHONE: ( 502 ) 999 – 4321    EXTENSION:
 ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422         ACCT TYPE: D
      ACCT TITLE: GENERAL ACCOUNT
 FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422
      ACCT TITLE: GENERAL ACCOUNT            FURTHER CREDIT ABA:
 PR ACTIVE FLAG: Y

              F4=MENU F5=MAIN                   F8=PGDN
```

STEP 2: RESULT

The following screen appears, allowing you to view the additional banking relationships for the specified payment requestor. You may use F7=PGUP to return to the first page of the profile.

```
 SP310C            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310CO                   MULTIPLE BANKING RELATIONSHIPS             17:01:01
 08/02/2000      T

 REQUESTOR ID: 0104321  FULL NAME: GREEN UNIVERSITY
 2ND BANKING RELATIONSHIP:
   ACH- DFI ABA NO: 051402518     BK ACCT NO: 57798065541       ACCT TYPE: D
        ACCT TITLE: MEAL TICKETS
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                          FURTHER CREDIT ABA:
 3RD BANKING RELATIONSHIP:
   ACH- DFI ABA NO:              BK ACCT NO:                   ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                          FURTHER CREDIT ABA:
 4TH BANKING RELATIONSHIP:
   ACH- DFI ABA NO:              BK ACCT NO:                   ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:              BK ACCT NO:
        ACCT TITLE:                          FURTHER CREDIT ABA:
              F4=MENU F5=MAIN                   F7=PGUP
```

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
 SP310C           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP310CO                  MULTIPLE BANKING RELATIONSHIPS             17:01:01
 08/02/2000      T


 REQUESTOR ID: 0104321  FULL NAME: GREEN UNIVERSITY
 2ND BANKING RELATIONSHIP:
   ACH- DFI ABA NO: 051402518     BK ACCT NO: 57798065541       ACCT TYPE: D
        ACCT TITLE: MEAL TICKETS
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                                 FURTHER CREDIT ABA:
 3RD BANKING RELATIONSHIP:
   ACH- DFI ABA NO:               BK ACCT NO:                   ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                                 FURTHER CREDIT ABA:
 4TH BANKING RELATIONSHIP:
   ACH- DFI ABA NO:               BK ACCT NO:                   ACCT TYPE:
        ACCT TITLE:
   FDS- DFI ABA NO:               BK ACCT NO:
        ACCT TITLE:                                 FURTHER CREDIT ABA:
              F4=MENU F5=MAIN                   F7=PGUP
```

STEP 3: RESULT

The following screen appears, allowing for selection of another Inquiry Menu option.

```
 SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                        INQUIRY MENU                         17:02:18
 08/02/2000      T



              < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
              < 2>  ACCOUNT BALANCE INQUIRY PROMPT
              < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
              < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
              < 5>  ACCOUNT PROFILE INQUIRY
              < 6>  FEDERAL PROGRAM AGENCY INQUIRY
              < 7>  PAYMENT REQUESTOR INQUIRY
              < 8>  RECIPIENT ORGANIZATION INQUIRY
              < 9>  CFDA INQUIRY
              <10>  ALC INQUIRY
              <11>  RETURNED PAYMENT INQUIRY PROMPT
              <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
              <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
              <14>  SUPER USER INQUIRY
             <15>   VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                     ENTER SELECTION NUMBER: __
                                     PRESS ENTER
         F2=EXIT         F5=MAIN
```

SECTION 5.10

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s). If you are a Payment Requestor organization, you will only be able to view those profile(s) for which your organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP.   To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name**, **address**, **contact personnel,** and **certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

<   **Organization Type** - indicates the type of recipient organization being profiled. "SA" indicates a State Agency; "I", an Indian Tribal Organization; "U", an University; "FP", a for profit organization, "NP", a non-profit organization and "O" stands for other.

<   **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.

<   **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:
        Y for Yes - this Recipient uses the Voice Response System
        N for No - this Recipient does not use the Voice Response System
        B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

<   **RO Active Flag** - indicates whether the Recipient Organization is designated as "active,"

or able to perform functions in ASAP. "Y" indicates that the Recipient Organization is active, and "N" indicates that the Recipient Organization is inactive.

<   **TIN** - the Taxpayer Identification Number for the Recipient Organization.

<   **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Recipient Organization profiles.

Review the following example.

EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile for a Recipient Organization.

<   One Recipient ID

STEP 1: ACTION

After selecting menu option 8 from the Inquiry Menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.

```
 SP315A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP315AO                    RECIPIENT ORGANIZATION INQUIRY            10:19:46
 08/02/2000     T


 RECIPIENT ID: 0101111  ORGANIZATION TYPE:

 FULL NAME:                                          SHORT NAME:
 ADDRESS LINE 1:                                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                      REQUESTOR (Y/N):

 CITY:                STATE:        ZIP CODE:    -     VRS IND (Y,N,B):

 COUNTRY:
 E-MAIL ADDRESS:
 CONTACT NAME:                               CONTACT PHONE: (     )    -
                                             CONTACT EXTENSION:
 CERTIFYING OFFICIAL:
 CERTIFYING OFFICIAL TITLE:
 CERTIFYING OFFICIAL PHONE: (     )    -         EXTENSION:

 RO ACTIVE FLAG:
             F4=MENU F5=MAIN
```

STEP 1: RESULT

The Recipient Organization profile information will appear.

```
 SP315A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP315AO                    RECIPIENT ORGANIZATION INQUIRY            10:20:44
 08/03/2000     T

 RECIPIENT ID: 0101111  ORGANIZATION TYPE: U UNIVERSITY

 FULL NAME: GRAY UNIVERSITY                          SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                     REQUESTOR (Y/N): Y
 CITY: ALBANY              STATE: NY    ZIP CODE: 12345 -    VRS IND (Y,N,B): N

 COUNTRY:
 E-MAIL ADDRESS:
 CONTACT NAME: BARBARA SMITH                 CONTACT PHONE: ( 503 ) 295 - 8746
                                             CONTACT EXTENSION:
 CERTIFYING OFFICIAL: MICHELLE JONES
 CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
 CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747   EXTENSION:

 RO ACTIVE FLAG: Y
             F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: ACTION

Press F4=MENU to return to the Inquiry Menu screen.

```
 SP315A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP315AO               RECIPIENT ORGANIZATION INQUIRY                10:20:44
 08/03/2000      T


 RECIPIENT ID: 0101111  ORGANIZATION TYPE: U UNIVERSITY

 FULL NAME: GRAY UNIVERSITY                          SHORT NAME: GRAY U
 ADDRESS LINE 1: 234 PARK AVENUE                     TIN:
 ADDRESS LINE 2:                                     DUNS:
 ADDRESS LINE 3:                                     REQUESTOR (Y/N): Y
   CITY: ALBANY            STATE: NY    ZIP CODE: 12345 -    VRS IND (Y,N,B):
 N   COUNTRY:

 E-MAIL ADDRESS:
 CONTACT NAME: BARBARA SMITH                 CONTACT PHONE: ( 503 ) 295 - 8746
                                            CONTACT EXTENSION:
 CERTIFYING OFFICIAL: MICHELLE JONES
 CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER
 CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747    EXTENSION:

 RO ACTIVE FLAG: Y
                 F4=MENU F5=MAIN
 I0009  INQUIRY SUCCESSFUL.
```

STEP 2: RESULT

The Inquiry Menu appears allowing for selection of another Inquiry option.

```
 SP100A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/02/00
 SP100AO                        INQUIRY MENU                         10:23:07
 08/03/2000      T



             < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
             < 2>  ACCOUNT BALANCE INQUIRY PROMPT
             < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
             < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
             < 5>  ACCOUNT PROFILE INQUIRY
             < 6>  FEDERAL PROGRAM AGENCY INQUIRY
             < 7>  PAYMENT REQUESTOR INQUIRY
             < 8>  RECIPIENT ORGANIZATION INQUIRY
             < 9>  CFDA INQUIRY
             <10>  ALC INQUIRY
             <11>  RETURNED PAYMENT INQUIRY PROMPT
             <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
             <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
             <14>  SUPER USER INQUIRY
             <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT


                                    ENTER SELECTION NUMBER: __
                                    PRESS ENTER
       F2=EXIT        F5=MAIN
```

SECTION 5.11

BOOK ENTRY ADJUSTMENT INQUIRY

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs and, if applicable, Account Detail IDs, affected by the adjustment, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

SCREEN FIELDS TO NOTE

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

<   **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of "**REF NUM**.")

<   **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the "Adjustment Date To" field blank, it will default to the same date as the "Adjustment Date From," making your date range equal to that 1 day only. If entered, the "Adjustment Date To" cannot be greater than the current cycle date.

<   **ASAP Sequence Number** (detail screen) - 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 PC connection or user ID that initiated the adjustment.

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

<   **S** - An abbreviation for "Select" on the summary screen. Typing an "S" in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.

< **Date** and **Time** - Displayed on the summary screen, the date and time the adjustment was made.

< **NBR ITM** -An abbreviation for "Number of Items" on the summary screen. This field displays how many increase/decrease items make up the adjustment.

< **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as "Adjstmnt Total" on the detail screen.

< **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as "Adjstmnt Initiator" on the detail screen.

< **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.

< **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.

< **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

GUIDE TO EXAMPLE

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

Review the following example.

EXAMPLE

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP
accounts within a specified date range.

<   Agency Location Code

<   Recipient ID

<   Date Range

STEP 1: ACTION

After selecting menu option 12 from the Inquiry Menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

```
 SP170A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
 SP170AO               BOOK ENTRY ADJUSTMENT INQUIRY PROMPT          10:37:08
 08/03/2000      T




        REQUESTOR ID:  0101234                      SHORT NAME:  GRAY U

        ADJUSTMENT REFERENCE NUMBER:  _____

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

        RECIPIENT ID:  0101111                       SHORT NAME:

        ADJUSTMENT DATES FROM:  08 / 02 / 2000   TO:  08 / 03 / 2000


               F4=MENU F5=MAIN
```

STEP 1: RESULT

The following screen appears, with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.

```
 SP175A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
 SP175AO               BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY         10:38:35
 08/03/2000      T

 REQUESTOR ID: 0101234                         SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /       SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER:
 RECIPIENT ID: 0101111                         SHORT NAME:  GRAY U
                      ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000


                                                   NBR
 ADJUSTMENT
  S       DATE          TIME      REF NUM         ITM          TOTAL


  _    08/03/2000     10:36:39   ADJUSTMENT 1      02       $1,000.00




         F3=PRMT F4=MENU F5=MAIN                 F9=ALC F10=RO
```

STEP 2: ACTION

Type the letter S in the select field and press Enter.

```
 SP175A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
 SP175AO              BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY               10:38:35
 08/03/2000     T

 REQUESTOR ID: 0101234                                 SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /               SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER:
 RECIPIENT ID: 0101111                                 SHORT NAME:  GRAY U
                          ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000
                                                         NBR          ADJUSTMENT
     S           DATE      TIME      REF NUM             ITM               TOTAL


    S         08/03/2000 10:36:39  ADJUSTMENT 1          02           $1,000.00    |



        F3=PRMT F4=MENU F5=MAIN                       F9=ALC F10=RO
```

STEP 2: RESULT

The following screen appears, displaying the detail information for the selected book entry
transaction.

```
 SP180A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
 SP180AO              BOOK ENTRY ADJUSTMENT DETAIL INQUIRY                10:41:19
 08/03/2000     T

 REQUESTOR ID: 0101234                     SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /   SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1    ADJSTMNT INITIATOR: E1XXX0#
                                              ADJSTMNT TOTAL:       $1,000.00
 ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.


 ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001
  RECIPIENT                              DECREASE AVAIL    INCREASE AVAIL ITM
    ID        ACCOUNT ID                 BAL. BY AMOUNT    BAL. BY AMOUNT  #
  0101111  F1R10001                         $1,000.00                     01
           ACCOUNT DETAIL 1                   $500.00
           ACCOUNT DETAIL 2                   $500.00
  0101111  F1R10003                                          $1,000.00  02


      F3=PRMT F4=MENU F5=MAIN                                F11=LIST
```

STEP 3: ACTION

Press F4=MENU to return to the Inquiry Menu.

```
 SP180A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
 SP180AO              BOOK ENTRY ADJUSTMENT DETAIL INQUIRY              10:41:19
 08/03/2000     T

 REQUESTOR ID: 0101234                        SHORT NAME:  GRAY U
 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY

 ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1    ADJSTMNT INITIATOR: E1XXX0#
                                              ADJSTMNT TOTAL:       $1,000.00
 ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.


 ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001
  RECIPIENT                                DECREASE AVAIL    INCREASE AVAIL ITM
   ID        ACCOUNT ID                    BAL. BY AMOUNT    BAL. BY AMOUNT  #
  0101111  F1R10001                           $1,000.00                     01
           ACCOUNT DETAIL 1                     $500.00
           ACCOUNT DETAIL 2                     $500.00
  0101111  F1R10003                                           $1,000.00   02




       F3=PRMT F4=MENU F5=MAIN                                    F11=LIST
```

STEP 3: RESULT

The Inquiry Menu is displayed.

```
 SP100A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
 SP100AO                        INQUIRY MENU                            10:23:07
 08/03/2000     T


             < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
             < 2>  ACCOUNT BALANCE INQUIRY PROMPT
             < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
             < 4>  AUTHORIZATION TRANSACTION INQUIRY PROMPT
             < 5>  ACCOUNT PROFILE INQUIRY
             < 6>  FEDERAL PROGRAM AGENCY INQUIRY
             < 7>  PAYMENT REQUESTOR INQUIRY
             < 8>  RECIPIENT ORGANIZATION INQUIRY
             < 9>  CFDA INQUIRY
             <10>  ALC INQUIRY
             <11>  RETURNED PAYMENT INQUIRY PROMPT
             <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
             <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
             <14>  SUPER USER INQUIRY
             <15>  VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT

                                      ENTER SELECTION NUMBER: __
                                      PRESS ENTER
       F2=EXIT         F5=MAIN
```

SECTION 5.12

SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

    C   Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.

    C   Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.

    C   State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name**, **address**, **contact personnel** and **certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Super User Profiles. Review the following example.

EXAMPLE

Use the Super User Inquiry feature to view the profile of a State Super User.

STEP 1: ACTION

After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry
screen. To inquire on a State Super User, type in the 2-character state code and press Enter

```
SP304A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
SP304AO                        SUPER USER INQUIRY                      13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:                          STATE:       ZIP CODE:        -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME:                                 CONTACT PHONE: (     )     -
                                              CONTACT EXTENSION:
CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (     )     -         EXTENSION:



            F4=MENU F5=MAIN

```

STEP 1: RESULT

The State Super User profile information is displayed.

```
SP304A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
SP304AO                        SUPER USER INQUIRY                      13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
  ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                     STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                       CONTACT PHONE: ( 999 ) 999 - 9999
                                              CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999     EXTENSION:



            F4=MENU F5=MAIN

```

STEP 2: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
SP304AO                       SUPER USER INQUIRY                   13:26:11
08/03/2000 T


SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD                      STATE: CT    ZIP CODE: 99999  -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES                     CONTACT PHONE: ( 999 ) 999 - 9999
                                          CONTACT EXTENSION:
CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:



             F4=MENU F5=MAIN
```

STEP 2: RESULT

The Main Menu is displayed.

```
 SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/03/00
 SP010AO                         MAIN MENU                          10:42:46
 08/03/2000     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
```