## **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.

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## **ACTION:**

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

SP010A SP010AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU	08/02/00 16:17:44
	<pre>&lt;1&gt; PAYMENT REQUEST PROCESSING &lt;2&gt; INQUIRY MENU &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU &lt;4&gt; RFC FUNCTIONS MENU &lt;5&gt; FRB SUPPORT PROCESSING &lt;6&gt; REPORT REQUEST MENU &lt;7&gt; NOTIFICATIONS</pre>	
ORGANIZATION AC	ASAP ID CESS CODE ENTER SELECTION NUMBER: PRESS ENTER F5=MAIN	2

#### **RESULT:**

The Inquiry Menu appears.

SP100A SP100AO 08/02/2000	-	FOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	08/02/00 16:43:13
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
F2=EX	IT	PRESS ENTER 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.
- Sank 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

1

#### **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 SP105AO 08/02/2000	AUTOMATED STANDARD APPLICATION F PAYMENT REQUEST STATUS INQUI T		08/02/00 16:24:45
ENTER:			
REQUESTOR ID: ( RECIPIENT ID: ( AGENCY LOCATION	0101111	SHORT NAME: GRA SHORT NAME: GRA SHORT NAME:	
ACCOUNT ID: REQUESTOR REFER	RENCE NUMBER:		
REQUEST STATUS:	: _ (A=APPROVED, C=CANCELED, H=HE W=WAREHOUSED, OR LEAVE BLANK		
REQUEST DATE (M	M/DD/CCYY) FROM: 08 / 02 / 20	00 TO: 08 / 02 / 20	000
	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.

SP11 SP11 08/0	0A0			PPLICATION FOR PA ATUS SUMMARY INQU		08/02/00 16:26:03
REĈI AGEN ACCO	ESTOR ID: 01 PIENT ID: 01 CY LOCATION UNT ID: EST STATUS:	01111	N :	/ REQUESTOR RI REQUEST DATE FR(	SHORT NAME: GRA SHORT NAME: GRA SHORT NAME: EF NUM: DM: 08/02/2000 T	ΥÜ
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/ F3=PRMT F	0101111 4=MENU F5=	08/02/2000 MAIN		\$18,000.00 N F9=ALC F10=RO	003 A 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.

SP11 SP11 08/0				PLICATION FOR TUS SUMMARY IN		08/02/00 16:26:03	
REQUESTOR ID: 0101234SHORT NAME: GRAY URECIPIENT ID: 0101111SHORT NAME: GRAY UAGENCY LOCATION CODE/REGION:/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=PG	DN 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.

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

SP112AAUTOMATED STANDARD APPLICATSP112AOPAYMENT REQUEST STATUS D08/02/2000T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$4,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 TOTAL ITEMS: 004
S ALC/REGION RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
<u>s</u> 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 SP111AO 08/02/2000	PAYMENT REQU				08/02/00 16:29:53
AGENCY LOCATION RECIPIENT ID: REQUESTOR ID: 07 ACCOUNT ID: F7 REQUEST DATE: 08	0101111 101234 1R10001 8/02/2000	ACTUAL SE	TTLEMENT DATI REQUESTOR REI	SHORT NAM SHORT NAME: E: 08/03/2000 F NUM: REQUES	E: GRAY U GRAY U T 1
REQUEST TIME: 15 FUNDS IMAD: ACH CYCLE DATE:			~	ACH BATCH NU	
ACH TRACE NUMBER DFI ABA NUMBER: DFI SHORT NAME: FURTHER CREDIT A	075000022				
ASAP SEQUENCE NU	JMBER: 08/02/2	000 E1QM287	v 000001 000	001	
REQUEST STATUS: USER ID OF REQUI					
F3=PRMT H	F4=MENU F5=MAI	N			F11=LIST

#### **STEP 4: ACTION**

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

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP111A PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SP111AO 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 REQUESTOR ID: 0101234SHORT NAME: GHACCOUNT ID:F1R10001ACTUAL SETTLEMENT DATE: 08/03/2000REQUEST DATE:08/02/2000REQUESTOR REF NUM: REQUEST 1REQUEST TIME:15:52:493REQUEST AMT: \$1,000.00 FUNDS IMAD: ACH CYCLE: A ACH BATCH NUMBER: 00000005 ACH CYCLE DATE: 08/02/2000 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 SP105AO 08/02/2000	AUTOMATED STANDARD APPLICATION FOR PAYM PAYMENT REQUEST STATUS INQUIRY PROMP T		08/02/00 16:31:34
ENTER:			
REQUESTOR ID: RECIPIENT ID: AGENCY LOCATION	0101111 SHOR'	F NAME: GRAY U F NAME: GRAY U F NAME:	
ACCOUNT ID: REQUESTOR REFE	RENCE NUMBER:		
REQUEST STATUS	: _ (A=APPROVED, C=CANCELED, H=HELD, R=R) W=WAREHOUSED, OR LEAVE BLANK FOR ALL		
REQUEST DATE (N	MM/DD/CCYY) FROM: 08 / 02 / 2000 TO:	,	
	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

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#### **STEP 1: ACTION**

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

SP105AAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP105A0PAYMENT REQUEST STATUS INOUIRY PROVES08/02/2000T 08/02/00 16:31:34 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 SP110AO 08/02/2000			PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33
REQUESTOR ID: 0101234SHORT NAME: GRAY URECIPIENT ID: 0101111SHORT NAME: GRAY UAGENCY LOCATION CODE/REGION:/ACCOUNT ID:F1R10003REQUEST STATUS:REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000					AY U
SEL ALC/REG	ION RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM STA
_ 1100000	01/ 0101111	08/02/2000	08/03/2000	\$4,000.00	004 A
_ 1100000	01/ 0101111	08/02/2000	08/03/2000	\$7,000.00	004 A
_ 1100000	01/ 0101111	08/02/2000	08/04/2000	\$9,000.00	003 W
_ 1100000	01/ 0101111	08/02/2000	08/03/2000	\$15,000.00	003 A
_ 1100000	01/ 0101111	08/02/2000	08/03/2000	\$18,000.00	003 A
F3=PF	MT 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.

SP11 SP11 08/0				PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33	
REĈI AGEN ACCO	PIENT ID: 010 CY LOCATION C UNT ID:	1234 1111 ODE/REGIO F1R10003	REQUE	/ STOR REF NUM:	SHORT NAME: GF SHORT NAME:	AAY U AAY U	
REQU SEL	EST STATUS: ALC/REGION	RO ID	REQU REQ DATE	EST DATE FROM: SETTLE DATE	08/02/2000 TO: ( TOTAL AMOUNT	ITEM STA	
<u>S</u>	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.

	D APPLICATION FOR PAYMENTS 08/02/00 I STATUS INQUIRY LIST 16:36:03
AGENCY LOCATION CODE/REGION: 11000	001 / SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$4,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 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 SP112A0 PAYMENT REQUEST STATUS INQUIRY LIST 16:36:03 08/02/2000 Т 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 \$4,000.00 TOTAL AMOUNT: 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 S 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 т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U REQUESTOR ID: 0101234 SHORT NAME: GRAY U ACTUAL SETTLEMENT DATE: 08/03/2000 ACCOUNT ID: F1R10003 REQUEST DATE: 08/02/2000 REQUESTOR REF NUM: REQUEST 1 REQUEST TIME: 15:52:493 REQUEST AMT: \$1,000.00 FUNDS IMAD: ACH CYCLE: A ACH BATCH NUMBER: 00000005 ACH CYCLE DATE: 08/02/2000 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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP111A PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SP111AO 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 ACTUAL SETTLEMENT DATE: 08/03/2000 ACCOUNT ID: F1R10003 REQUEST DATE: 08/02/2000 REQUESTOR REF NUM: REQUEST 1 REQUEST TIME: 15:52:493 REQUEST AMT: \$1,000.00 FUNDS IMAD: ACH CYCLE: A ACH BATCH NUMBER: 00000005 ACH CYCLE DATE: 08/02/2000 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 SP105AO 08/02/2000	AUTOMATED STANDARD APPLICATION F PAYMENT REQUEST STATUS INQUIR T		08/02/00 16:31:34
ENTER:			
REQUESTOR ID: RECIPIENT ID: AGENCY LOCATION		SHORT NAME: GRAY SHORT NAME: GRAY SHORT NAME:	-
ACCOUNT ID: REQUESTOR REFER	ENCE NUMBER:		
REQUEST STATUS:	_ (A=APPROVED, C=CANCELED, H=HE W=WAREHOUSED, OR LEAVE BLANK		
REQUEST DATE (M	IM/DD/CCYY) FROM: 08 / 02 / 20	,	
	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

 SP105A0
 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:
 / \_\_\_\_\_

 ACCOUNT ID: F1R10004
 SHORT NAME:

 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
 SHORT
 SHORT NAME

#### **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 SP110AO 08/02/2000	PAYMENT		PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33
REQUESTOR ID: 010 RECIPIENT ID: 010 AGENCY LOCATION ( ACCOUNT ID: REQUEST STATUS:	)1111		/ REQUESTOR EST DATE FROM:	SHORT NAME: GR	AY U AY U 8/02/2000
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	E=MENU F5=	MAIN		F9=ALC F10=RO	F11=ACCT

I

## **STEP 2: ACTION**

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

SP11 SP11 08/0			-	PLICATION FOR TUS SUMMARY IN			02/00 34:33
REĈI AGEN ACCO		01234 01111 CODE/REGIO F1R10004		/ REQUESTOR EST DATE FROM:	SHORT NAME: ( SHORT NAME:	GRAY U GRAY U 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	А
S	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	А
_	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	А
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	А
F3=PR	MT F4=MENU F5	=MAIN		F9=AI	LC F10=RO F11=A	CCT	

#### **STEP 2: RESULT**

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

SP112AAUTOMATED STANDARD APPLICASP112AOPAYMENT REQUEST STATUS08/02/2000T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$7,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 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

#### Inquiry

#### **STEP 3: ACTION**

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

SP112AAUTOMATED STANDARD APPLICSP112AOPAYMENT REQUEST STATUS08/02/2000T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$7,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 TOTAL ITEMS: 004
S ALC/REGION RO ID ACCOUNT ID	AMT REQUESTED CURR AVAIL BAL STA
<u>s</u> 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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP111A SP111AO PAYMENT REQUEST DETAIL TRANSACTION INQUIRY 16:29:53 08/02/2000 Т 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: B ACH BATCH NUMBER: 00000005 ACH CYCLE DATE: 08/02/2000 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.

SP111AAUTOMATED STANDARD APPLISP111AOPAYMENT REQUEST DETAIL T08/02/2000T	
REQUEST TIME: 15:52:493	SHORT NAME: GRAY U SHORT NAME: GRAY U
FUNDS IMAD: ACH CYCLE DATE: 08/02/2000 ACH	CYCLE: B ACH BATCH NUMBER: 00000005
ACH TRACE NUMBER: DFI ABA NUMBER: 075000022 BANK ACCOUNT DFI SHORT NAME: FURTHER CREDIT ABA: FURTHER C	T NUMBER: 50900087422 CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V	7 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.

		LICATION FOR P. AGENCY REVIEW		08/02/00 16:29:53
AGENCY LOCATION CODE/REGION: RECIPIENT ID: 0101111 REQUESTOR ID: 0101234 ACCOUNT ID: F1R10004	11000001 /		SHORT NAME: US SHORT NAME: SHORT NAME: GR	-
DATE/TIME SENT FOR REVIEW: DATE/TIME OF AGENCY ACTION: AGENCY ACTION: APPROVED		15:55:493	CY REVIEWER: E1X	xx0x
AMOUNT REQUESTED: AMOUNT APPROVED:		~	TLEMENT DATE: 08 MENT DATE: 08/03	
F3=PRMT F4=MENU F5=MA	IN	F7=PGUP		F11=LIST

## **STEP 5: ACTION**

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

SP111B0	AUTOMATED STANDARD APP PAYMENT REQUEST DETAIL F			08/02/00 16:29:53			
AGENCY LOCATION ( RECIPIENT ID: ( REQUESTOR ID: 01( ACCOUNT ID: F1)	01234		SHORT NAME: US SHORT NAME: G SHORT NAME: GRA	GRAY U			
DATE/TIME OF AGEN	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 AMOUNT APPROVED:			LEMENT DATE: 08/ MENT DATE: 08/03/				
<u>F3=PRMT</u> F4	4=MENU F5=MAIN	F7=PGUP	F	11=LIST			

## **STEP 5: RESULT**

The prompt screen appears.

SP105A SP105AO 08/02/2000	AUTOMATED STANDARD APPLICATION FO PAYMENT REQUEST STATUS INQUIRY T		08/02/00 16:31:34
ENTER:			
REQUESTOR ID: RECIPIENT ID: AGENCY LOCATION		SHORT NAME: GRAY U SHORT NAME: GRAY U SHORT NAME:	
ACCOUNT ID: F11 REQUESTOR REFE	R10004 RENCE NUMBER:		
REQUEST STATUS	: _ (A=APPROVED, C=CANCELED, H=HEL W=WAREHOUSED, OR LEAVE BLANK		
REQUEST DATE (1	MM/DD/CCYY) FROM: 08 / 02 / 200	,	
	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.

#### **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.

SP11 SP11 08/0		PAYMENT		PLICATION FOR D TUS SUMMARY IN(		08/02/00 16:34:33
REQUESTOR ID: 0101234SHORT NAME: GRAY URECIPIENT ID: 0101111SHORT NAME: GRAY UAGENCY LOCATION CODE/REGION:/ACCOUNT ID:F1R10005REQUEST 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.

SP11 SP11 08/0		PAYMENT		PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33	
REĈI AGEN ACCO	VESTOR ID: 010 PPIENT ID: 010 ICY LOCATION C DUNT ID: VEST STATUS:	)1111		/ REQUESTOR EST DATE FROM:	SHORT NAME: GE SHORT NAME:	RAY U RAY U 08/02/2000	
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM STA	
<u>S</u>	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.

SP112AAUTOMATED STANDARD APPLICASP112AOPAYMENT REQUEST STATUS08/02/2000T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$4,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 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 SP112A0 PAYMENT REQUEST STATUS INQUIRY LIST 16:36:03 08/02/2000 Т 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 \$4,000.00 TOTAL AMOUNT: 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 S 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 т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U REQUESTOR ID: 0101234 SHORT NAME: GRAY U REQUESTOR ID. 0101234ACCOUNT ID:F1R10005REQUEST DATE:08/02/200015:52:403 ACTUAL SETTLEMENT DATE: 08/03/2000 REQUESTOR REF NUM: REQUEST 1 REOUEST AMT: \$1,000.00 REQUEST TIME: 15:52:493 FUNDS IMAD: ACH CYCLE DATE: 08/02/2000 ACH BATCH NUMBER: 00000005 ACH CYCLE: A 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=LTST

## **STEP 4: ACTION**

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

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP111A SP111AO PAYMENT REQUEST DETAIL TRANSACTION INQUIRY 16:29:53 08/02/2000 т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U REQUESTOR ID: 0101234 SHORT NAME: GRAY U REQUEST DATE: 08/02/2000 REQUEST TIME: 15:52:493 FUNDS IMAD: ACTUAL SETTLEMENT DATE: 08/03/2000 REQUESTOR REF NUM: REQUEST 1 REQUEST AMT: \$1,000.00 ACH BATCH NUMBER: 00000005 ACH CYCLE DATE: 08/02/2000 ACH CYCLE: A 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.

	RD APPLICATION FOR PAYMENTS UEST ACCOUNT DETAILS	08/02/00 16:29:53
AGENCY LOCATION CODE/REGION: 1100 RECIPIENT ID: 0101111 REQUESTOR ID: 0101234 ACCOUNT ID: F1R10005		IE: GRAY U GRAY U
ACCOUNT DETAIL ID	AMOUNT REQUESTED	
CTRL ACCT DETAIL 1 CTRL ACCT DETAIL 2	\$500.00 \$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 Т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U SHORT NAME: GRAY U REQUESTOR ID: 0101234 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 \$1,000.00 TOTAL AMOUNT REQUESTED F3=PRMT F4=MENU F5=MAIN F9=DTL F11=LIST

## **STEP 5: RESULT**

The prompt screen appears.

SP105A SP105AO 08/02/2000	AUTOMATED STANDARD APPLICATION FO PAYMENT REQUEST STATUS INQUIRY T		08/02/00 16:31:34
ENTER:			
REQUESTOR ID: RECIPIENT ID: AGENCY LOCATION	0101111	SHORT NAME: GRAY U SHORT NAME: GRAY U SHORT NAME:	
ACCOUNT ID: F1R REQUESTOR REFER	210005 EENCE NUMBER:		
-	_ (A=APPROVED, C=CANCELED, H=HEL W=WAREHOUSED, OR LEAVE BLANK 1 M/DD/CCYY) FROM: 08 / 02 / 200	FOR ALL)	
~- ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~	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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP105A 08/02/00 SP105AO PAYMENT REQUEST STATUS INQUIRY PROMPT 16:31:34 Т 08/02/2000 ENTER: REQUESTOR ID: 0101234 RECIPIENT ID: 0101111 SHORT NAME: GRAY U 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.

SP11 SP11 08/0				PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33
REĈI AGEN ACCO	UESTOR ID: 010 PIENT ID: 010 ICY LOCATION C DUNT ID: UEST STATUS:	1111		/ REQUESTOR EST DATE FROM:	SHORT NAME: GR SHORT NAME:	AY U AY U 8/02/2000
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

I

## **STEP 2: ACTION**

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

SP11 SP11 08/0	OAO			PLICATION FOR TUS SUMMARY IN		08/02/00 16:34:33	
REQUESTOR ID: 0101234SHORT NAME: GRAY URECIPIENT ID: 0101111SHORT NAME: GRAY UAGENCY LOCATION CODE/REGION:/ACCOUNT ID:F1R10006REQUEST 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=R0 F11=ACCT							

#### **STEP 2: RESULT**

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

SP112AAUTOMATED STANDARD APPLICA'SP112AOPAYMENT REQUEST STATUS 308/02/2000T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY
RECIPIENT ID: 0101111 REQUEST DATE: 08/02/2000 TOTAL AMOUNT: \$4,000.00	SHORT NAME: GRAY U SETTLEMENT DATE: 08/03/2000 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 08/02/00 AUTOMATED STANDARD APPLICATION FOR PAYMENTS 16:36:03 SP112AO PAYMENT REQUEST STATUS INQUIRY LIST 08/02/2000 Т 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 S F3=PRMT F4=MENU F5=MAIN F11=SUMM

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

Detail on the selected transaction is displayed.

SP111A SP111AO 08/02/2000					
AGENCY LOCATION RECIPIENT ID: REQUESTOR ID: 01 ACCOUNT ID: F1	0101111 L01234			SHORT NAME SHORT NAME:	: GRAY U
REQUEST DATE: 08 REQUEST TIME: 15 FUNDS IMAD:	3/02/2000	ACTUAL S.	REQUESTOR RE	F NUM: REQUEST	1 \$1,000.00
ACH CYCLE DATE: ACH TRACE NUMBE DFI ABA NUMBER:	ER:	-			IBER: 000000005
DFI SHORT NAME: FURTHER CREDIT A					
ASAP SEQUENCE NU	JMBER: 08/02/2	2000 E1QM28	7V 000001 000	001	
REQUEST STATUS: USER ID OF REQUE	~				
F3=PRMT F	F4=MENU F5=MAI	IN F6=RMIT			F11=LIST

## **STEP 4: ACTION**

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

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP111A PAYMENT REQUEST DETAIL TRANSACTION INQUIRY SP111AO 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: 00000005 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.

	PPLICATION FOR PAYMENTS REMITTANCE DETAILS	08/02/00 16:29:53
AGENCY LOCATION CODE/REGION: 11000001 RECIPIENT ID: 0101111 REQUESTOR ID: 0101234 ACCOUNT ID: F1R10006 ACCOUNT DETAIL ID:		GRAY U
RECIPIENT REMITTANCE CODES	AMOUNT REQUESTED	
HEADER CODES SUFFIX+CFDA# 1234 REMIT CODE 01 1234 REMIT CODE 02	\$1,000.00 \$500.00 \$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 Т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U SHORT NAME: GRAY U REQUESTOR ID: 0101234 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 SP100AO 08/02/2000	-	COMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	08/02/00 16:43:13
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMP SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMT	
F2=1	EXIT	PRESS ENTER 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.

SP115AAUTOMATED STANDARD APPLICATION FSP115AOACCOUNT BALANCE INQUIRY PR08/02/2000T		08/02/00 16:39:14
REQUESTOR ID: 0101234	SHORT NAME:	GRAY U
ENTER:		
AGENCY LOCATION CODE/REGION: <u>11000001</u> /	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 SP120AO 08/02/2000	AUTOMATED STANDARD APPLICATIO ACCOUNT BALANCE INQUIRY T		08/02/00 16:40:58
AGENCY LOCATION	CODE/REGION: 11000001 /	SHORT NAME:	US MONEY
RECIPIENT ID: 0	101111	SHORT NAME:	GRAY U
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS \$100,000.00	CUMULATIVE DRAWS/RP/BE -\$17,500.00	CURRENT AVAIL BAL \$82,500.00
F1R10001 F1R10002 F1R10003 F1R10004	\$100,000.00 \$100,000.00 \$100,000.00 \$110,000.00	-\$17,500.00 -\$4,500.00 -\$17,000.00 -\$14,000.00	\$82,500.00 \$95,500.00 \$83,000.00 \$96,000.00
F3=PRMT	F4=MENU F5=MAIN	F8=PGDN F9=ALC F1	0=RO

1

### **STEP 2: ACTION**

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

SP120A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 ACCOUNT BALANCE INQUIRY DETAIL SP120AO 16:40:58 08/02/2000 Т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U CUMULATIVE CUMULATIVE CURRENT AUTHORIZATIONS ACCOUNT ID DRAWS/RP/BE AVAIL BAL \$100,000.00 \$100,000.00 \$100,000.00 \$110,000.00 -\$17,500.00 -\$4,500.00 \$82,500.00 \$95,500.00 F1R10001 F1R10002 \$83,000.00 F1R10003 -\$17,000.00 F1R10004 -\$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 SP115AO ACCOUNT BALANCE INQUIRY PROM 08/02/2000 T		08/02/00 16:39:14
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

I

### **STEP 1: ACTION**

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

SP115A SP115AO 08/02/2000	AUTOMATED STANDARD APPLICATION FO ACCOUNT BALANCE INQUIRY PRO T		08/02/00 16:39:14
REQUESTOR ID:	0101234	SHORT NAME:	GRAY U
ENTER:			
AGENCY LOCATIO	N CODE/REGION: <u>11000001</u> /	SHORT NAME:	
RECIPIENT ID:	0101111	SHORT NAME:	
ACCOUNT ID:			
AS OF: 08/01/2	000 (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 SP120AO 08/02/2000	AUTOMATED STANDARD APPLICATI ACCOUNT BALANCE INQUIRY T		08/02/00 16:40:58
AGENCY LOCATION RECIPIENT ID: AS OF: 08/01/200		SHORT NAME: SHORT NAM	US MONEY E: GRAY U
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001 F1R10002 F1R10003 F1R10004	\$50,000.00 \$50,000.00 \$50,000.00 \$61,000.00	-\$17,500.00 -\$4,500.00 -\$17,000.00 -\$14,000.00	\$32,500.00 \$45,500.00 \$33,000.00 \$47,000.00
F3=PRMT F	F4=MENU F5=MAIN	F8=PGDN F9=ALC F	10=RO

### **STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP120A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 16:40:58 SP120AO ACCOUNT BALANCE INQUIRY DETAIL 08/02/2000 Т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U AS OF: 08/01/2000 CUMULATIVE CUMULATIVE AUTHORIZATIONS DRAWS/RP/BE CURRENT ACCOUNT ID AVAIL BAL -\$17,500.00\$32,500.00-\$4,500.00\$45,500.00-\$17,000.00\$33,000.00 \$50,000.00 F1R10001 \$50,000.00 \$50,000.00 F1R10002 F1R10003 -\$14,000.00 F1R10004 \$61,000.00 \$47,000.00 F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO

### **STEP 2: RESULT**

The Inquiry Menu appears.

SP100A SP100AO 08/02/2000	-		08/02/00 6:43:13
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
F2=E	XIT	ENTER SELECTION NUMBER: PRESS ENTER 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

1

#### **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 SP125AO 08/02/200	AUTOMATED STANDARD APPLICATION FOR PAYM ACCOUNT STATEMENT INQUIRY PROMPT 0 T	ENTS	08/02/00 16:44:03
ENTER	:		
	ACCOUNT ID: FIR10002		
	ACCOUNT DETAIL ID:		
AND	AGENCY LOCATION CODE/REGION: <u>11000001</u> /	SHORT NAME:	
AND	RECIPIENT ID: 0101111	SHORT NAME:	
AND	FROM <u>08 / 02 / 2000</u> TO <u>08 / 02 / 2000</u>		
	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 SP130AO 08/02/2000		ANDARD APPLICATION FOR PAYM UNT STATEMENT INQUIRY	ENTS 08/02/00 16:45:46
AGENCY LOCATIO	N CODE/REGION:	11000001 / SHORT NAME:	US MONEY
		SHORT NAME: FROM: 08/02/2000 TO	GRAY U 08/02/2000
		BEGINNING BALANCE:	\$.00
	FF. DATE TYPE 8/02/2000 AU	INCREASES \$100,000.00	DECREASES
	8/03/2000 PY	4	\$1,000.00
	8/03/2000 PY		\$1,000.00
08/02/2000 0	8/04/2000 PY		\$2,500.00
-	08/02/2000 F4=MENU F5=MAI	ENDING BALANCE: N	\$95,500.00 F11=ACCT

### **STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

	ANDARD APPLICATION FOR PAYMENTS UNT STATEMENT INQUIRY	08/02/00 16:45:46
AGENCY LOCATION CODE/REGION:	11000001 / SHORT NAME: US M	IONEY
RECIPIENT ID: 0101111 ACCOUNT ID: F1R10002 ACCOUNT DETAIL: BEGINNING DATE:	SHORT NAME: GRAY FROM: 08/02/2000 TO 08/	U 02/2000
08/02/2000 APPL. DATE EFF. DATE TYPE 08/02/2000 08/02/2000 AU 08/02/2000 08/03/2000 PY 08/02/2000 08/03/2000 PY 08/02/2000 08/04/2000 PY	BEGINNING BALANCE: INCREASES \$100,000.00	\$.00 DECREASES \$1,000.00 \$1,000.00 \$2,500.00
ENDING DATE: 08/02/2000 F3=PRMT <u>F4=MENU</u> F5=MAI	ENDING BALANCE: N	\$95,500.00 F11=ACCT

#### **STEP 2: RESULT**

The Inquiry Menu appears.

SP100A SP100AO 08/02/2000		TOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 INQUIRY MENU 16:46:51	
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT ENTER SELECTION NUMBER: PRESS ENTER	
F2=	EXIT	F5=MAIN	

1

### 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**

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**

I

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 SP135AO 08/02/2000	AUTOMATED STANDARD APPLICATION FOR AUTHORIZATION TRANSACTION INQUIRY T		08/02/00 16:48:02
ENTER:			
AGENCY LOCATION RECIPIENT ID: ACCOUNT ID: GROUP ID:	CODE/REGION: <u>11000001</u> / <u></u> 0101111	SHORT NAME: SHORT NAME:	
AGENCY REFERENCE		TO: <u>08 / 02 / 200</u>	00
1	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 SP140AO 08/02/2000			PPLICATION FOR PA ACTION SUMMARY IN		08/02/ 16:49:	
AGENCY LOCATION	CODE/REGION: 110	00001	/	SHORT NAME:	US MONEY	
RECIPIENT ID: 01 AGENCY REFERENCE AUTHORIZATION DA	E NUMBER:	2000	TO: 08/02/2000	SHORT NAME:	GRAY U	
S GROUP	ACCOUNT ID	AU	JTHORIZATION AMT	I/D EFFE	CT DTE STA	
_ INQUIRY	F1R10001	\$	100,000.00	I 08/0	2/2000 A	
_ INQUIRY	F1R10002	\$	100,000.00	I 08/0	2/2000 A	
_ INQUIRY	F1R10003	\$	100,000.00	I 08/0	2/2000 A	
_ INQUIRY	F1R10004	\$	110,000.00	I 08/0	2/2000 A	
F3=PRMT F	F4=MENU F5=MAIN			F9=ALC F10	=RO	

I

# **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 SP140AO 08/02/2000			PPLICATION FOR PA SACTION SUMMARY I				8/02/00 6:49:59
AGENCY LOCATIO	N CODE/REGION: 110	00001	L /	SHORT 1	NAME:	US MC	NEY
RECIPIENT ID: AGENCY REFERENCE AUTHORIZATION	CE NUMBER:	2000	TO: 08/02/2000	SHORT 1	NAME :	GRAY	U
S GROUP	ACCOUNT ID	1	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	А
_ INQUIRY	F1R10003	\$	100,000.00	I	08/02/	2000	А
_ INQUIRY	F1R10004	\$	110,000.00	I	08/02/	2000	A
F3=PRMT	F4=MENU F5=MAIN			F9=AL	C F10=R	.0	

### **STEP 2: RESULT**

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

SP141A SP141AO 08/02/2000	AUTOMATED STANDARD APPLICATION FOR PA AUTHORIZATION TRANSACTION DETAIL I T		08/02/00 16:51:37
AGENCY LOCATION	J CODE/REGION: 11000001 /	SHORT NAME:	US MONEY
RECIPIENT ID: ACCOUNT ID: F1 GROUP ID: INQU AGENCY REFERENC	LR10001 JIRY	SHORT NAME:	GRAY U
EFFECTIVE DT:	AMOUNT: \$ 100,000.00 IN 08/02/2000 APPLIED DT: 08/02/2000 SEQUENCE NUMBER: 08/02/2000 E1QM287V 00	CERTIFY DT:	08/02/2000
AUTHORIZATION S REJECT REASON:	STATUS: A		
INITIATOR: E1XX	XX0# CERTIFIER: T1XXX0	)#	
F3=PRMT	F4=MENU F5=MAIN		F11=LIST

#### Inquiry

#### **STEP 3: ACTION**

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

SP141A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 AUTHORIZATION TRANSACTION DETAIL INQUIRY SP141AO 16:51:37 08/02/2000 т 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: Ι 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: CERTIFIER: T1XXX0# INITIATOR: E1XXX0# F3=PRMT F4=MENU F5=MAIN F11=LIST

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

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

SP140A SP140AO 08/02/2000		-	TION FOR PAYMENTS I SUMMARY INQUIRY	08/02/00 16:52:15
AGENCY LOCATION	CODE/REGION: 11	000001 /	SHORT NAME:	US MONEY
RECIPIENT ID: 0 AGENCY REFERENCI AUTHORIZATION D	E NUMBER:	/2000 то: (	SHORT NAME:	GRAY U
S GROUP	ACCOUNT ID	AUTHORI	ZATION AMT I/D EFFE	CT DTE STA
_ INQUIRY	F1R10001	\$	100,000.00 I 08/02	2/2000 A
_ INQUIRY	F1R10002	\$	100,000.00 I 08/02	2/2000 A
_ INQUIRY	F1R10003	\$	100,000.00 I 08/02	2/2000 A
_ INQUIRY	F1R10004	\$	110,000.00 I 08/02	2/2000 A
F3=PRMT I	F4=MENU F5=MAIN		F9=ALC F10=	=RO

## **STEP 4: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP140A SP140AO 08/02/2000			CATION FOR PAYMI ON SUMMARY INQU		08/02/00 16:52:15
AGENCY LOCATION	CODE/REGION: 11	000001 /	SHO	ORT NAME:	US MONEY
RECIPIENT ID: ( AGENCY REFERENC AUTHORIZATION I	CE NUMBER:	/2000 то:	SH0	ORT NAME:	GRAY U
S GROUP	ACCOUNT ID	AUTHO	ORIZATION 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		F	9=ALC F10=R	0

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

## The Inquiry Menu appears.

SP100A AU SP100AO 08/02/2000 T	TOMATED STANDARD APPLICATION FOR PAYMENTS08/02/00INQUIRY MENU16:53:33
< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT
F2=EXIT	ENTER SELECTION NUMBER: PRESS ENTER 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:

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

<u>Suspended</u> - 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.

<u>Closed</u> - 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.
- Sook 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 Т 08/02/2000 AGENCY LOCATION CODE/REGION: <u>11000001</u> / \_\_\_\_ 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) 

 DICHIOR (0/0/0/1
 PYMNT WAREHOUSE IND(Y/N)

 PYMNT WAREHOUSE IND(Y/N)

 CFDA NUMBER:
 ALLOW BE ADJ (Y/N)

 /
 END DATE:
 /

 BUDGET PERIOD END DATE:
 /

 REQUESTOR ID: GROUP ID: BEGIN DATE: CREATE 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 SP065AO 08/02/2000		TANDARD APPLICATION H COUNT PROFILE INQUIR		08/02/00 16:55:46
AGENCY LOCATION RECIPIENT ID: 0 ACCOUNT ID: F1R	101111	11000001 / VRS ACCOUN	SHORT NAME: GRAY	
ACCOUNT DESCRIF ACCT STATUS IND REQUESTOR ID: 0 GROUP ID: INQUI BEGIN DATE: 08 CREATE DATE: 08	ICATOR (0/S/C 101234 RY /02/2000	): O CFDA NUMBER: END DATE: 11/15/2000	CMIA INDICATOR	1 (Y/N) N ND(Y/N) Y J (Y/N) Y
TOTAL ESTIMATED CUMULATIVE AUTH AVAILABLE BALAN	ORIZED AMOUNT	•		
	MENU F5=MAIN 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 Т AGENCY LOCATION CODE/REGION: 11000001 / \_\_\_\_ SHORT NAME: RECIPIENT ID: 0101111 SHORT NAME: VRS ACCOUNT ID: ACCOUNT ID: F1R10001\_\_\_\_ 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:BEGIN DATE:/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 SP065AO 08/03/2000	AUTOMATED STANDARI ACCOUNT I T	D APPLICATION FO PROFILE INQUIRY	OR PAYMENTS	08/02/00 13:43:51
AGENCY LOCATION RECIPIENT ID: 0 ACCOUNT ID: F1R			SHORT NAME: SHORT NAME:	US MONEY GRAY U
ACCT STATUS INE REQUESTOR ID: 0 GROUP ID: INQUI BEGIN DATE: 08	TION: ACCOUNT 1 ICATOR (0/S/C): 0 101234 RY CFDA N / 02 / 2000 END DA /02/2000 BUDGET	NUMBER: ATE: / /	ASA PYMNT WAREHO ALLOW CMIA IND	LL ACCT (Y/N) Y AP 1031 (Y/N) N DUSE IND(Y/N) Y BE ADJ (Y/N) Y DICATOR (Y/N)
	GRANT AMOUNT: \$0.00 ORIZED AMOUNT: \$100 CE: \$81,5			
	F4=MENU F5=MAIN SUCCESSFUL.		F9=DTL	

## **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 13:43:51 SP065AO ACCOUNT PROFILE INQUIRY 08/03/2000 Т AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY RECIPIENT ID: 0101111 SHORT NAME: GRAY U VRS ACCOUNT ID: ACCOUNT ID: F1R10001 ACCOUNT DESCRIPTION: ACCOUNT 1 CTRL ACCT (Y/N) Y ACCT STATUS INDICATOR (0/S/C): 0 ASAP 1031 (Y/N) N REQUESTOR ID: 0101234 PYMNT WAREHOUSE IND(Y/N) Y REQUESTOR ID: 0101234PYMNT WAREHOUSE IND(Y/N) YGROUP ID: INQUIRYCFDA NUMBER:ALLOW BE ADJ (Y/N) YBEGIN DATE: 08 / 02 / 2000END 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=DTL10009 INQUIRY SUCCESSFUL.

### **STEP 2: RESULT**

The Account Detail Inquiry screen appears.

SP067A AUTOMAT SP067AO 08/03/2000 T	ED STANDARD AP ACCOUNT DETA	PLICATION FOR PAYME IL INQUIRY	NTS 08/02/00 13:49:58
AGENCY LOCATION CODE/REG RECIPIENT ID: 0101111 ACCOUNT ID: F1R10001 ACCOUNT DESCRIPTION: ACC TOTAL CUMULATIVE DRAW LI	VRS AC		IAME: GRAY U
ACCOUNT DETAIL ID	STATUS (O/S/C)	CUMULATIVE DRAW LIMIT	CUMULATIVE DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1 ACCOUNT DETAIL 2	0 0	\$50,000.00 \$50,000.00	\$9,000.00- \$9,500.00-
F4=MENU F	5=MAIN		F11=ACCT

1

## **STEP 3: ACTION**

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

SP067A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP067AO 13:49:58 ACCOUNT DETAIL INQUIRY 08/03/2000 Т 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: TOTAL CUMULATIVE DRAW LIMIT: \$100,000.00 \$81,500.00 STATUS CUMULATIVE ACCOUNT DETAIL ID CUMULATIVE DRAW LIMIT (0/S/C) DRAWS/BE/RP TO DATE ACCOUNT DETAIL 1 0 \$50,000.00 \$9,000.00-\$50,000.00 ACCOUNT DETAIL 2 \$9,500.00-0 F4=MENU F5=MAIN F11=ACCT

### **STEP 3: RESULT**

The Account Profile Inquiry screen is displayed.

SP065A SP065AO 08/03/2000	AUTOMATED STANDARD APPLICATION ACCOUNT PROFILE INQUIR T		08/02/00 13:43:51
AGENCY LOCATION RECIPIENT ID: 01 ACCOUNT ID: F1R1		SHORT NAME: US MO SHORT NAME: GRAY	
REQUESTOR ID: 01 GROUP ID: INQUIR BEGIN DATE: 08 /	CATOR (O/S/C): O 01234 Y CFDA NUMBER:	CMIA INDICATOR	(Y/N) N D(Y/N) Y (Y/N) Y
	GRANT AMOUNT: \$0.00 RIZED AMOUNT: \$100,000.00 E: \$81,500.00		
	'4=MENU F5=MAIN UCCESSFUL.	F9=DTL	

# **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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP065A 08/02/00 SP065AO ACCOUNT PROFILE INQUIRY 14:16:03 08/03/2000 Т 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) PYMNT WAREHOUSE IND(Y/N) CFDA NUMBER: ALLOW BE ADJ (Y/N) END DATE: / / CMIA INDICATOR (Y/N) BUDGET PERIOD END DATE: / / REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE 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.

	APPLICATION FOR PAYMENTS08/02/00OFILE INQUIRY14:37:24
AGENCY LOCATION CODE/REGION: 1100000	1 / SHORT NAME: US MONEY
RECIPIENT ID: 0101111 ACCOUNT ID: F1R10002 VRS	SHORT NAME: GRAY U ACCOUNT ID:
ACCOUNT DESCRIPTION: ACCOUNT 2 ACCT STATUS INDICATOR (O/S/C): O REQUESTOR ID: 0101234 GROUP ID: INQUIRY CFDA NU BEGIN DATE: 08 / 02 / 2000 END DAT CREATE DATE: 08/02/2000 BUDGET	E: / / CMIA INDICATOR (Y/N)
TOTAL ESTIMATED GRANT AMOUNT: \$0.00 CUMULATIVE AUTHORIZED AMOUNT: \$100,0 AVAILABLE BALANCE: \$95,50 F4=MENU F5=MAIN 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 SP065AO 08/03/2000	AUTOMATED STANDARD APPLICATIO ACCOUNT PROFILE INQU T		08/02/00 14:37:24
AGENCY LOCATION RECIPIENT ID: 0 ACCOUNT ID: F1R		SHORT NAME: GRAY U	
REQUESTOR ID: 0 GROUP ID: INQUI BEGIN DATE: 08	ICATOR (O/S/C): O	/ CMIA INDICATOR	(Y/N) N D(Y/N) Y (Y/N) Y
	GRANT AMOUNT: \$0.00 ORIZED AMOUNT: \$100,000.00 CE: \$95,500.00		
	F4=MENU F5=MAIN SUCCESSFUL.	<u>F8=REV</u>	

#### **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 PA SP066AO ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DR 08/03/2000 T	
AGENCY LOCATION CODE/REGION: 11000001 / SHO	RT NAME: US MONEY
RECIPIENT ID: 0101111 SHO ACCOUNT ID: F1R10002	RT NAME: GRAY U
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID THRESHOLD: \$5,000.00 CRITERIA ENTERED/L	AST MODIFIED BY: E1XXX0#
MAXIMUM DRAW AMOUNTS: DAILY: \$7,500.00 MONTHLY: \$10,000 QUARTERLY: \$25,000.00 TOTAL: \$100,00 DRAW AMOUNTS ENTERED/L	
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 Т 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 QUARTERLY: \$25,000.00 MONTHLY: \$10,000.00 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 SP100AO 08/03/2000	AU T	TOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	08/02/00 14:51:57
	< 2> < 3>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT	
		ACCOUNT PROFILE INQUIRY	
	< б>	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	
F2=EX	IT F	ENTER SELECTION NUMBER: PRESS ENTER 5=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:

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

<u>Suspended</u> - 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.

<u>Closed</u> - 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

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# **STEP 1: ACTION**

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

SP010A SP010AO 05/02/2001 T	AUTOMATED STANDARD APPLICATION MAIN MENU	FOR PAYMENTS	05/02/01 10:49:16
	<pre>&lt;1&gt; PAYMENT REQUEST PROCES &lt;2&gt; INQUIRY MENU &lt;3&gt; FEDERAL AGENCY FUNCTIO &lt;4&gt; RFC FUNCTIONS MENU &lt;5&gt; FRB SUPPORT PROCESSING &lt;6&gt; REPORT REQUEST MENU &lt;7&gt; NOTIFICATIONS</pre>	NS MENU	
ORGANIZATION 2 F2=EXIT	ASAP IDACCESS CODE	ENTER SELECTION NUMBE PRESS ENTER	ER: 2

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

The Inquiry Menu appears.

SP100A SP100AO 05/02/2001 T	AU	TOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	05/02/01 10:52:08
	< 1>	PAYMENT REQUEST STATUS INQUIRY PROMPT	
	< 2>	~ ~	
	< 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	
		CFDA INQUIRY	
		ALC INQUIRY	
		RETURNED PAYMENT INQUIRY PROMPT	
		BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	
		INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT	
		SUPER USER INQUIRY	
	<15>	VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
		ENTER SELECTION NUMBER: PRESS ENTER	_
F2=EXI	Т	F5=MAIN	

# **STEP 2:** ACTION

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

SP100A	יד ד	TONATED CTANDADD ADDI TOATION FOD DAVMENTO	05/02/01
	AU		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	
		ACCOUNT PROFILE INQUIRY	
		FEDERAL PROGRAM AGENCY INQUIRY	
		PAYMENT REQUESTOR INQUIRY	
		RECIPIENT ORGANIZATION INQUIRY	
		CFDA INOUIRY	
	<10>	~	
		RETURNED PAYMENT INOUIRY PROMPT	
		~	
		BOOK ENTRY ADJUSTMENT INQUIRY PROMPT	
		INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT	
		SUPER USER INQUIRY	
	<15>	VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
		ENTER SELECTION NUMBER:	5
		PRESS ENTER	
F2=EXIT	F5=1	MAIN	

# **STEP 2: RESULT**

The Account Profile Inquiry appears.

	TANDARD APPLICATION FOR PAYMENTS CCOUNT PROFILE INQUIRY	05/02/01 10:53:56
AGENCY LOCATION CODE/REGION: RECIPIENT ID: ACCOUNT ID:	: 68128933 / SHORT NAME: SHORT NAME: VRS ACCOUNT ID:	LVFMC
BEGIN DATE: / /	C): ASA PYMNT WAREHO CFDA NUMBER: ALLOW	BE ADJ (Y/N) ICATOR (Y/N)
TOTAL ESTIMATED GRANT AMOUNT CUMULATIVE AUTHORIZED AMOUNT AVAILABLE BALANCE:		
F4=MENU F5=MA	AIN	

# **STEP 3: ACTION**

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

SP065A SP065AO 05/02/2001 T		ANDARD APPLICATION FO COUNT PROFILE INQUIRY		05/02/01 10:53:56
AGENCY LOCATION RECIPIENT ID: 02 ACCOUNT ID: 0081	275751	68128933 / VRS ACCOUNT	SHORT NAME:	
ACCOUNT DESCRIPT ACCT STATUS INDI REQUESTOR ID: GROUP ID: BEGIN DATE: / CREATE DATE:	CATOR (O/S/C	CFDA NUMBER:	CMIA INDICATOR	_ (Y/N) ND(Y/N) J (Y/N)
TOTAL ESTIMATED CUMULATIVE AUTHC AVAILABLE BALANC	DRIZED AMOUNT			
н	74=MENUL F5=MA	TN		

#### **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 AUTOMATEI	STANDARD APPLICATION FOR PAY	MENTS 05/02/01	
SP065AO	ACCOUNT PROFILE INQUIRY	11:15:47	
05/02/2001 T			
	ION: 68128933 / SHOR		
RECIPIENT ID: 0275751		T NAME: UAF	
ACCOUNT ID: 0081941701	VRS ACCOUNT ID:		
ACCOUNT DESCRIPTION: OLIC		CTRL ACCT (Y/N) Y	
ACCT STATUS INDICATOR (0,		ASAP 1031 (Y/N) N	
REQUESTOR ID: 6019903		T WAREHOUSE IND(Y/N) Y	
	CFDA NUMBER: 66.505		
	93 END DATE: 04 / 02 / 2001		
CREATE DATE: 09/26/1996	BUDGET PERIOD END DATE: 1	2 / 30 / 1996	
TOTAL ESTIMATED GRANT AMO	יידאדוי לי  0.0		
CUMULATIVE AUTHORIZED AM			
AVAILABLE BALANCE:			
AVAILABLE BALANCE:	\$105,409.55		
_ /			
F4=MENU F5		F9=DTL	
10009 INOUIRY 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: SHORT NAME: RECIPIENT ID: 0101111 VRS ACCOUNT ID:002401 ACCOUNT ID: F1R10001\_\_\_\_ ACCOUNT DESCRIPTION: TEST ACCOUNT CTRL ACCT (Y/N): N ACCOUNT DESCRIPTION ILST ACCT STATUS INDICATOR (O/S/C): 0 ASAP 1031 (Y/N): N PYMNT WAREHOUSE IND (Y/N): N REQUESTOR ID: 0101234 GROUP ID:CFDA NUMBER: 10.000ALLOW BE ADJ(Y/N):YBEGIN DATE: 08/02/2000END DATE: 11/15/2000CMIA 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 10009 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.

	TANDARD APPLICATION COUNT PROFILE INQUI		08/02/00 13:43:51
AGENCY LOCATION CODE/REGION: RECIPIENT ID: 0101111 ACCOUNT ID: F1R10001		SHORT NAME: US SHORT NAME: G OUNT ID:002401	
ACCOUNT DESCRIPTION: AC ACCT STATUS INDICATOR (O/S/C REQUESTOR ID: 0101234 GROUP ID: INQUIRY BEGIN DATE: 08 / 02 / 2000 CREATE DATE: 08/02/2000	): O CFDA NUMBER: END DATE: /	ASAP 10 PYMNT WAREHOUSE ALLOW BE A / CMIA INDICAT	DJ (Y/N) Y
TOTAL ESTIMATED GRANT AMOUNT CUMULATIVE AUTHORIZED AMOUNT AVAILABLE BALANCE:			
F4=MENU F5=M 10009 INQUIRY SUCCESSFUL.	AIN	F9=DTL	

# **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 INOUIRY 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: INQUIRYCFDA NUMBER:ALLOW BE ADJ (Y/N) YBEGIN DATE: 08 / 02 / 2000END DATE: / / CMIA INDICATOR (Y/N)CREATE DATE: 08/02/2000BUDGET PERIOD END DATE: / / TOTAL ESTIMATED GRANT AMOUNT: \$0.00 CUMULATIVE AUTHORIZED AMOUNT: \$100,000.00 \$81,500.00 AVAILABLE BALANCE: F4=MENU F5=MAIN F9=DTL 10009 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: FIR10001       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         (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       F11=ACCT				
08/03/2000       AGENCY LOCATION CODE/REGION: 11000001 /       SHORT NAME: US MONEY1 RECIPIENT ID: 0101111         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         (O/S/C)       DRAW LIMIT       DRAWS/BE/RP TO DATE         ACCOUNT DETAIL 1       0       \$50,000.00         ACCOUNT DETAIL 2       0       \$50,000.00	SPU6'/A AUTOMATED	STANDARD AP	PLICATION FOR PAYMEN	
AGENCY LOCATION CODE/REGION: 1100001 / RECIPIENT ID: 0101111       SHORT NAME: US MONEY1 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         COUNT DETAIL ID       STATUS       CUMULATIVE         ACCOUNT DETAIL 1       O       \$50,000.00         ACCOUNT DETAIL 2       O       \$50,000.00	SP067AO	ACCOUNT DETA	IL INQUIRY	13:49:58
AGENCY LOCATION CODE/REGION: 11000001 / RECIPIENT ID: 0101111       SHORT NAME: US MONEY1 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         COUNT DETAIL ID       STATUS       CUMULATIVE         ACCOUNT DETAIL 1       O       \$50,000.00         ACCOUNT DETAIL 2       O       \$50,000.00	08/03/2000			
RECIPIENT ID: 0101111SHORT NAME: GRAY U VRS ACCOUNT ID:002401ACCOUNT DESCRIPTION: ACCOUNT 1 TOTAL CUMULATIVE DRAW LIMIT:AVAILABLE BALANCE: \$81,500.00 \$100,000.00ACCOUNT DETAIL ID (O/S/C)STATUS (O/S/C)CUMULATIVE DRAW LIMITACCOUNT DETAIL 1 ACCOUNT DETAIL 2O \$50,000.00\$9,000.00- \$9,500.00- \$9,500.00-	00,03,2000			
RECIPIENT ID: 0101111SHORT NAME: GRAY U VRS ACCOUNT ID:002401ACCOUNT DESCRIPTION: ACCOUNT 1 TOTAL CUMULATIVE DRAW LIMIT:AVAILABLE BALANCE: \$81,500.00 \$100,000.00ACCOUNT DETAIL ID (O/S/C)STATUS (O/S/C)CUMULATIVE DRAW LIMITACCOUNT DETAIL 1 ACCOUNT DETAIL 2O \$50,000.00\$9,000.00- \$9,500.00- \$9,500.00-	ACENOV LOGATION CODE (DECTO	v. 1100001		ME: UC MONEVI
ACCOUNT ID: F1R10001VRS ACCOUNT ID:002401ACCOUNT DESCRIPTION: ACCOUNT 1AVAILABLE BALANCE:\$81,500.00TOTAL CUMULATIVE DRAW LIMIT:\$100,000.00\$100,000.00ACCOUNT DETAIL IDSTATUS (O/S/C)CUMULATIVE DRAW LIMITCUMULATIVE DRAWS/BE/RP TO DATEACCOUNT DETAIL 10\$50,000.00ACCOUNT DETAIL 20\$50,000.00\$50,000.00\$9,500.00-		N• 11000001		
ACCOUNT DESCRIPTION: ACCOUNT 1 TOTAL CUMULATIVE DRAW LIMIT:AVAILABLE BALANCE: \$100,000.00\$81,500.00ACCOUNT DETAIL ID (O/S/C)STATUS DRAW LIMITCUMULATIVE DRAWS/BE/RP TO DATEACCOUNT DETAIL 1 ACCOUNT DETAIL 2O 0\$50,000.00 \$9,500.00- \$9,500.00-				
TOTAL CUMULATIVE DRAW LIMIT:\$100,000.00ACCOUNT DETAIL IDSTATUS (O/S/C)CUMULATIVE DRAW LIMITCUMULATIVE DRAWS/BE/RP TO DATEACCOUNT DETAIL 1O\$50,000.00\$9,000.00- \$9,500.00- \$9,500.00-ACCOUNT DETAIL 2O\$50,000.00\$9,500.00-	ACCOUNT ID: F1R10001		VRS ACCOUNT	ID:002401
ACCOUNT DETAIL IDSTATUS (O/S/C)CUMULATIVE DRAW LIMITCUMULATIVE DRAWS/BE/RP TO DATEACCOUNT DETAIL 1O\$50,000.00\$9,000.00- \$9,500.00- \$9,500.00-ACCOUNT DETAIL 2O\$50,000.00\$9,500.00-	ACCOUNT DESCRIPTION: ACCOUNT	NT 1	AVAILABLE BALANCE:	\$81,500.00
ACCOUNT DETAIL IDSTATUS (O/S/C)CUMULATIVE DRAW LIMITCUMULATIVE DRAWS/BE/RP TO DATEACCOUNT DETAIL 1O\$50,000.00\$9,000.00- \$9,500.00- \$9,500.00-ACCOUNT DETAIL 2O\$50,000.00\$9,500.00-	TOTAL CUMULATIVE DRAW LT	MTT:	\$100.000.00	
(O/S/C)DRAW LIMITDRAWS/BE/RP TO DATEACCOUNT DETAIL 1O\$50,000.00\$9,000.00-ACCOUNT DETAIL 2O\$50,000.00\$9,500.00-			<i>4</i> 200 <i>7</i> 000.00	
(O/S/C)DRAW LIMITDRAWS/BE/RP TO DATEACCOUNT DETAIL 1O\$50,000.00\$9,000.00-ACCOUNT DETAIL 2O\$50,000.00\$9,500.00-		CTATIC	CUMULT ATTAR	
ACCOUNT DETAIL 1 O \$50,000.00 \$9,000.00- ACCOUNT DETAIL 2 O \$50,000.00 \$9,500.00-	ACCOUNT DETAIL ID			
ACCOUNT DETAIL 2 O \$50,000.00 \$9,500.00-		(0/S/C)	DRAW LIMIT	DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 2 O \$50,000.00 \$9,500.00-		0	ČE0 000 00	¢0,000,00
		-		
F4=MENU F5=MAIN F11=ACCT	ACCOUNT DETAIL 2	0	\$50,000.00	\$9,500.00-
F4=MENU F5=MAIN F11=ACCT				
F4=MENU F5=MAIN F11=ACCT				
F4=MENU F5=MAIN F11=ACCT				
F4=MENU F5=MAIN F11=ACCT				
F4=MENU F5=MAIN F11=ACCT				
F4=MENU F5=MAIN F11=ACCT				
	F4=MENU F5	=MAIN		FIL=ACCT

# **STEP 3: ACTION**

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

SP067A         AUTOM           SP067AO         08/03/2000	ATED STANDARD APPI	LICATION FOR PAYME	NTS 08/02/00
	ACCOUNT DETAI	IL INQUIRY	13:49:58
AGENCY LOCATION CODE/ RECIPIENT ID: 01011 ACCOUNT ID: F1R10001 ACCOUNT DESCRIPTION: TOTAL CUMULATIVE DR	11 ACCOUNT 1 A		T NAME: GRAY U
ACCOUNT DETAIL ID	STATUS	CUMULATIVE	CUMULATIVE
	(O/S/C)	DRAW LIMIT	DRAWS/BE/RP TO DATE
ACCOUNT DETAIL 1	0	\$50,000.00	\$9,000.00-
ACCOUNT DETAIL 2	0	\$50,000.00	\$9,500.00-
F4=MEN	U 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 A SP065AO 08/03/2000	AUTOMATED STANDARD 2 ACCOUNT PRO	APPLICATION FO FILE INQUIRY		08/ 13:	02/00 43:51	
AGENCY LOCATION RECIPIENT ID: 0101 ACCOUNT ID: F1R100			SHORT NAME: S ACCOUNT ID:0		US	MONEY1
BEGIN DATE: 08 / 0	ATOR (O/S/C): O	IBER: C: / /	ASAI PYMNT WAREHOU ALLOW H CMIA IND	BE ADJ (Y/N)	N Y	
	GRANT AMOUNT: \$0.00 RIZED AMOUNT: \$100,0 E: \$81,50					
F4 10009 INQUIRY SU	4=MENU F5=MAIN JCCESSFUL.		F9=DTL			

# 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 (0/S/C): 0 ASAP 1031 (Y/N) N ACCT STATUS INDICATOR (0/S/C): 0ASAP 1031 (Y/N) NREQUESTOR ID: 0101234PYMNT WAREHOUSE IND(Y/N) YGROUP ID: INQUIRYCFDA NUMBER:ALLOW BE ADJ (Y/N) YBEGIN DATE: 08 / 02 / 2000END DATE: / / CMIA INDICATOR (Y/N)CREATE DATE: 08/02/2000BUDGET 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 10009 INOUIRY 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.

	ANDARD APPLICATION FOR PAYMENTS COUNT PROFILE INQUIRY	08/02/00 14:37:24
AGENCY LOCATION CODE/REGION: RECIPIENT ID: 0101111 ACCOUNT ID: F1R10002	11000001 / SHORT NAME: SHORT NAME: SHORT NAME: SHORT NAME: VRS ACCOUNT ID:002	GRAY U
ACCOUNT DESCRIPTION: ACCOUNT ACCT STATUS INDICATOR (0/S/C REQUESTOR ID: 0101234 GROUP ID: INQUIRY BEGIN DATE: 08 / 02 / 2000 CREATE DATE: 08/02/2000	CFDA NUMBER: ALLOW B END DATE: / / CMIA INDIC	E ADJ (Y/N) Y
TOTAL ESTIMATED GRANT AMOUNT CUMULATIVE AUTHORIZED AMOUNT AVAILABLE BALANCE:	: \$100,000.00	
F4=MENU F5=MA 10009 INQUIRY SUCCESSFUL.	IN F8=REV	

#### **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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP065A 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 VRS ACCOUNT ID:002401 ACCOUNT ID: F1R10002 ACCOUNT DESCRIPTION: ACCOUNT 2 CTRL ACCT (Y/N) N ACCT STATUS INDICATOR (O/S/C): O ASAP 1031 (Y/N) N ACCT STATUS INDICATOR (0/S/C): 0ASAP 1031 (1/N) NREQUESTOR ID: 0101234PYMNT WAREHOUSE IND(Y/N) YGROUP ID: INQUIRYCFDA NUMBER:BEGIN DATE: 08 / 02 / 2000END DATE: / /CMIA INDICATOR (Y/N) REQUESTOR ID: 0101234 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 10009 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 SP066AO	AUTOMATED STANDARD ACCOUNT PROFILE -			08/02/00 14:43:48
08/03/2000				
	/			
AGENCY LOCATION	CODE/REGION: 11000	001 /	SHORT NAME:	US MONEY1
RECIPIENT ID: 01			SHORT NAME:	GRAY U
ACCOUNT ID: F1R1	0002			
	EVIEW CRITERIA ARE			
THRESHOLD: \$5,00	0.00	CRITERIA ENTER	ED/LAST MODIF	IED BY: E1XXX0#
MAXIMUM DRAW AMO	UNTS:			
	\$7,500.00	MONTHLY: \$10	•	
QUARTERLY:		TOTAL: \$10 W AMOUNTS ENTER	0,000.00 ED/LAST MODIE	TED BY: E1XXX0#
			, IIOD II .	
F	4=MENU F5=MAIN	F7=PREV		
F	HENU FOEMAIN	F /=PREV		

#### Inquiry

#### **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: MONTHLY: \$10,000.00 TOTAL: \$100,000.00 DAILY: \$7,500.00 QUARTERLY: \$25,000.00 DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0# F4=MENU F5=MAIN F7=PREV

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

The Inquiry Menu appears.

SP100A	AUT	OMATED 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 Presidents' Day Fourth of July Columbus Day Thanksgiving Day Martin Luther King, Jr. Day Memorial Day Labor Day Veterans 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 SP010AO 08/03/2000	UTOMATED ST	ANDARD APPLICATION FOR PAYMENTS MAIN MENU	5 08/03/00 10:42:46
00,00,2000	-		
	<2> <3> <4> <5> <6>	PAYMENT REQUEST PROCESSING INQUIRY MENU FEDERAL AGENCY FUNCTIONS MENU RFC FUNCTIONS MENU FRB SUPPORT PROCESSING REPORT REQUEST MENU NOTIFICATIONS	
ORGANIZATI F2=E	ASAP ON ACCESS CO XIT		SELECTION NUMBER: 2 ENTER

# **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		
	<li>&lt;1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li>	
	<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 P	ROMPT
	<14> SUPER USER INQUIRY	
	<15> VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	1
	ENTER SELECTION NUM	4BER:
	PRESS ENTER	
F2	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 SP100AO 08/02/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 INQUIRY MENU HH:MM:SS
	<pre>&lt;1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT &lt;2&gt; ACCOUNT BALANCE INQUIRY PROMPT &lt;3&gt; ACCOUNT STATEMENT INQUIRY PROMPT &lt;4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT &lt;5&gt; ACCOUNT PROFILE INQUIRY &lt;6&gt; FEDERAL PROGRAM AGENCY INQUIRY &lt;7&gt; PAYMENT REQUESTOR INQUIRY &lt;8&gt; RECIPIENT ORGANIZATION INQUIRY &lt;9&gt; CFDA INQUIRY &lt;10&gt; ALC INQUIRY &lt;10&gt; ALC INQUIRY &lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT &lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT &lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT &lt;14&gt; SUPER USER INQUIRY &lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</pre>
E	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 INQU	IRY PROMPT	13:31:07
02/08/2001 T		
Enter:		
LILEI ·		
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 AUTOM	ATED STANDARD APPLICATIO	N FOR PAYMENTS	02/08/01
	VOICE RESPONSE ACCOUNT N		13:41:32
02/08/2001 T			10 11 02
02,00,2001 1		SCREE	N: 1 OF 1
AGENCY LOCATION CODE	/PECTON: 12250001/02	SHORT NAME: US	
AGENCI LOCATION CODE,	/REGION: 12550001/05	SHOKI NAME: 05	MONET
VRS ACCT RECIPIENT	ASAP ACCOUNT NUMBER	DETAIL ACCOUNT NU	IMBER
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=MEI	NU F5=MAIN		
10009 INQUIRY SUCCES	SSFUL.		
-			

#### 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
	VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMP	r 13:31:07
02/08/20	001 T	
ENTER:		
ENTER.		
1	AGENCY LOCATION CODE/REGION: 11000001/02 SHORT NAM	AE:
т	RECIPIENT ID:0101111 SHORT	NT N IF. •
I	RECIPIENT ID:0101111 SHORT	NAME ·
I	REQUESTOR ID: SHORT N	IAME :
7	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	AUTOMAT	TED STANDARD APPLICATION	I FOR PAYMENTS	02/08/01
SP577AO	VC	DICE RESPONSE ACCOUNT NU	IMBER LIST	13:41:32
02/08/2001	. Т			
			SCF	REEN: 1 OF 1
AGENCY LOC	ATION CODE/F	REGION: 11000001/02	SHORT NAME: U	JS MONEY
VRS ACCT	RECIPIENT	ASAP ACCOUNT NUMBER	DETAIL ACCOUNT	NUMBER
NUMBER	ID			
002401	0101111	666S6007		
002402	0101111	666S6009		
F3=	PRMT F4=MENU	J F5=MAIN		
10009 INC	UIRY SUCCESS	SFUL.		

# 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.

SP575AAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP575AOVOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT02/08/2001 T			02/08/01 13:31:07
ENTER:			
AGENCY	LOCATION CODE/REGION:12350001/09	SHORT NAME:	
RECIPIE	NT ID:	SHORT NAME:	
REQUEST	OR ID: 4203744	SHORT NAME:	
VOICE R	ESPONSE 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           SP577A0         VOICE RESPONSE ACCOUNT NUMBER LIST			05/03/ 09:43:		
05/03/2001 T					
AGENCY LOCATION CODE/R	EGION: 12350001 / 09	SCREEN: SHORT NAME: FRB-AMA	1 OF	1	
VRS ACCT RECIPIENT	ASAP ACCOUNT NUMBER	DETAIL ACCOUNT NUMBER			
NUMBER ID					
002344 1207337	0080031256008				
002587 1207337	TST00312				
002345 3560931	0080153586008				
002346 3560931	008015359\$6008				
F3=PRMT F4=MENU F5=MAIN					
10009 INQUIRY SUCCESS	FUL.				

#### 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 SP577AO		TED STANDARD APPLICA DICE RESPONSE ACCOUN	TION FOR PAYMENTS T NUMBER LIST	02/13/01 11:37:48
02/13/2			SCREEN:	1 OF 3
AGENCY 1	LOCATION CODE/R	EGION: 12350001/03	SHORT NAME: FLFPA07	
VRS ACC	T 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.

SP575AAUTOMATED STANDARD ANSP575A0VOICE RESPONSE ACCOUNT02/08/2001 TT	02/08/01 13:31:07	
ENTER:		
AGENCY LOCATION CODE/REGION:123	35001 / 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.

	TED STANDARD APPLICATION : OICE RESPONSE ACCOUNT NUM		05/03/01 10:29:53
AGENCY LOCATION CODE/R	EGION: 12350001 / 03 SI	SCREEN: HORT NAME: FCSSERO	1 OF 1
VRS ACCT RECIPIENT NUMBER ID 002000 1386386	ASAP ACCOUNT NUMBER 883N1020	DETAIL ACCOUNT NUMBER	
F3=PRMT F4=MENU 10009 INQUIRY SUCCESS			

# **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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/04/00 SP305A 14:41:42 SP305A0 FEDERAL PROGRAM AGENCY INQUIRY 08/04/2000 т AGENCY LOCATION CODE/REGION: 11000001 / \_\_\_\_ FULL NAME: SHORT NAME: ADDRESS LINE 1: PSEUDO ABA: ADDRESS LINE 2: MAINFRAME DELIVERY: ALLOW GLOBAL ACCTS (Y/N): ADDRESS LINE 3: STATE: ZIP CODE: CITY: COUNTRY: 

 CONTACT NAME:
 CONTACT PHONE: (

 PAYMENT WAREHOUSE IND:
 CONTACT EXTENSION:

 REPORT DELIVERY METHOD:
 PAYMENT REPORT:
 AUTHORIZATION:

 PRIMARY FAX:
 )
 SECONDARY FAX: (

 ) ACCOUNT: ) 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
                                                                   14:50:09
SP305A0
                FEDERAL PROGRAM AGENCY INQUIRY
08/04/2000
              т
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
                                              ALLOW GLOBAL ACCTS (Y/N): N
ADDRESS LINE 3:
                     STATE: DC ZIP CODE: 12345 -
CITY: WASHINGTON
COUNTRY:
CONTACT NAME: JILL JOHNS
                                         CONTACT PHONE: ( 202 ) 674 - 5555
                                 CONTACT PHONE: ( 20
CONTACT EXTENSION:
PAYMENT WAREHOUSE IND: Y
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
10009 INQUIRY SUCCESSFUL.
```

# **STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS SP305A 08/04/00 14:50:09 SP305AO FEDERAL PROGRAM AGENCY INQUIRY 08/04/2000 Т 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 STATE: DC CITY: WASHINGTON 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 10009 INQUIRY SUCCESSFUL.

# **STEP 2: RESULT**

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A SP100AO 08/04/2000	AU T	TOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	09/30/00 14:58:44
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
		ENTER SELECTION NUMBER: PRESS ENTER	
F2=EX	IT	F5=MAIN	

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# 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: V for Vas this Paguestor uses the Voice Pasponse System

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 AUTOMA	TED STANDARD APPI	JICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUE	STOR INQUIRY	17:00:06
08/02/2000 T			
REQUESTOR ID: 0101234	ORGANIZATION TYP	E:	
FULL NAME:		SHORT NAME:	
ADDRESS LINE 1:		TIN:	
ADDRESS LINE 2:		DUNS:	
ADDRESS LINE 3:		RECIPIENT ORG (1	Z/N):
CITY:	STATE:	ZIP: - VRS IND	(Y, N, B):
COUNTRY:		EFFECTIVE DATE(MM/DD/CCY)	Z): / /
E-MAIL ADDRESS:			
CONTACT NAME:		CONTACT PHONE: (	) –
CERTIFYING OFFICIAL:		CONTACT EX	TENSION:
CERTIFYING OFFICIAL TI	TLE:		
CERTIFYING OFFICIAL PHO	DNE: ( )	- 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.

SP310AAUTOMATED STANDARD APPLICATSP310AOPAYMENT REQUESTOR08/02/2000T			
REQUESTOR ID: 0101234 ORGANIZATION TYPE: U FULL NAME: GRAY UNIVERSITY ADDRESS LINE 1: 234 PARK AVENUE ADDRESS LINE 2: ADDRESS LINE 3: CITY: ALBANY STATE: 1	UNIVERSITY SHORT NAME: GRAY U TIN: DUNS: RECIPIENT ORG (Y/N): Y 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 CERTIFYING OFFICIAL: BOB SMITH	CONTACT PHONE: ( 502 ) 235 - 4689 CONTACT EXTENSION:		
CERTIFYING OFFICIAL TITLE: ASST. COMPTROLLER			
CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 469 ACH - DFI ABA NO: 075000022 BK ACCT NO: 5090 ACCT TITLE: GRANT FUND			
	00087422 RTHER 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

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# **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.

SP310AAUTOMATED STANDARD APPLICATION FOR PAYMENTS08/02/SP310AOPAYMENT REQUESTOR INQUIRY17:0008/02/2000TT			
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: CERTIFYING OFFICIAL: CERTIFYING OFFICIAL TITLE: CONTACT EXTENSION:			
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.

	NDARD APPLICATION MENT REQUESTOR INC		08/02/00 17:01:01
REQUESTOR ID: 0104321 ORGANIZ	ATION TYPE: U	UNIVERSITY	
FULL NAME: GREEN UNIVERSITY		SHORT NAME: GREEN	1 U
ADDRESS LINE 1: 111 MAIN ST.		TIN:	
ADDRESS LINE 2:		DUNS:	
ADDRESS LINE 3:		RECIPIENT ORG (Y	(/N): <b>Y</b>
CITY:	STATE: ZIP:	- VRS IND (	(Y, N, B): <b>N</b>
COUNTRY:	EFFEC	FIVE DATE(MM/DD/CCYY	(): <b>05 / 25 /</b>
2000			
E-MAIL ADDRESS:			
CONTACT NAME: JACK JONES		CONTACT PHONE: ( 50	)2 ) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH CONTACT EXTENSION:			
CERTIFYING OFFICIAL TITLE: CON	IPTROLLER		
CERTIFYING OFFICIAL PHONE: ( 5	<b>502 ) 999 - 4321</b>	EXTENSION:	
ACH - DFI ABA NO: 075000022 BK	C ACCT NO: 999000	87422 ACCT	TYPE: D
ACCT TITLE: GENERAL ACCO	DUNT		
FDS - DFI ABA NO: 075000022 BK	C ACCT NO: 999000	37422	
ACCT TITLE: GENERAL ACCO	DUNT	FURTHER CREDIT ABA:	
PR ACTIVE FLAG: Y			
F4=MENU F5=MAIN	1		

### **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 Т 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 ZIP: STATE: ZIP: - VRS IND (1, 1, -, EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / CITY: COUNTRY: 2000 E-MAIL ADDRESS: CONTACT PHONE: ( 502 ) 999 - 1234 CONTACT NAME: JACK JONES 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 SP310CO 08/02/2000	AUTOMATED STAND MULTIPLE T	ARD APPLICATI BANKING RELA		rs 08/02/00 17:01:01
REQUESTOR ID:	0104321 FULL NAME	: GREEN UNIVE	RSITY	
2ND BANKING F	RELATIONSHIP:			
ACH- DFI AB	BA NO: 051402518	BK ACCT NO:	57798065541	ACCT TYPE: D
ACCT 7	CITLE: MEAL TICKETS			
FDS- DFI AB	BA NO:	BK ACCT NO:		
ACCT 7	TITLE:		FURTHER	CREDIT ABA:
3RD BANKING F	RELATIONSHIP:			
ACH- DFI AB	BA NO:	BK ACCT NO:		ACCT TYPE:
ACCT 7	TITLE:			
FDS- DFI AB	BA NO:	BK ACCT NO:		
ACCT 7	TITLE:		FURTHER	CREDIT ABA:
4TH BANKING F	RELATIONSHIP:			
ACH- DFI AB	BA NO:	BK ACCT NO:		ACCT TYPE:
ACCT 7	TITLE:			
FDS- DFI AB	BA NO:	BK ACCT NO:		
ACCT 7	TITLE:		FURTHER	CREDIT ABA:
	F4=MENU F5=MAIN		F7=PGUP	

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### **STEP 3: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

SP310C	AUTOMATED STANDA	ARD APPI,TCATION	I FOR PAYMENTS	G 08/02/00
SP310C0		BANKING RELATI		17:01:01
08/02/2000	Т			17.01.01
REQUESTOR ID: 0 2ND BANKING REL	104321 FULL NAME:	GREEN UNIVERS	SITY	
ACH- DFI ABA	NO: 051402518	BK ACCT NO: 5	57798065541	ACCT TYPE: D
FDS- DFI ABA		BK ACCT NO:		
ACCT TIT			FURTHER (	CREDIT ABA:
3RD BANKING REL ACH- DFI ABA		BK ACCT NO:		ACCT TYPE:
ACH- DFI ABA ACCT TIT		BK ACCI NU:		ACCI IIPE:
FDS- DFI ABA		BK ACCT NO:		
ACCT TIT	LE:		FURTHER C	CREDIT ABA:
4TH BANKING REL	ATIONSHIP:			
ACH- DFI ABA ACCT TIT		BK ACCT NO:		ACCT TYPE:
FDS- DFI ABA	NO:	BK ACCT NO:		
ACCT TIT	LE:		FURTHER C	CREDIT ABA:
	F4=MENU F5=MAIN		F7=PGUP	

### **STEP 3: RESULT**

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A SP100AO 08/02/2000	AU. T	TOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	08/02/00 17:02:18
	< 2> < 3> < 4> < 5> < 6> < 7> < 8> < 9> <10> <11> <12> <13> <14>	PAYMENT REQUEST STATUS INQUIRY PROMPT ACCOUNT BALANCE INQUIRY PROMPT ACCOUNT STATEMENT INQUIRY PROMPT AUTHORIZATION TRANSACTION INQUIRY PROMPT ACCOUNT PROFILE INQUIRY FEDERAL PROGRAM AGENCY INQUIRY PAYMENT REQUESTOR INQUIRY RECIPIENT ORGANIZATION INQUIRY CFDA INQUIRY ALC INQUIRY RETURNED PAYMENT INQUIRY PROMPT BOOK ENTRY ADJUSTMENT INQUIRY PROMPT INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT SUPER USER INQUIRY VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	
F2=EXI	T	ENTER SELECTION NUMBER: PRESS ENTER 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.

AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/02/00 SP315A 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): STATE: ZIP CODE: - VRS IND (Y,N,B): CITY: 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.

SP315AAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP315A0RECIPIENT ORGANIZATION INQUIRY08/03/2000T	08/02/00 10:20:44
RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY	
ADDRESS LINE 1: 234 PARK AVENUE TIN: ADDRESS LINE 2: DUNS	ESTOR (Y/N): Y
CONTACT EXTENSIO	( 503 ) 295 - 8746 <sub>ON</sub> :
CERTIFYING OFFICIAL TITLE: <b>DEPUTY TREASURER</b> CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747 EXTENSION:	
RO ACTIVE FLAG: Y F4=MENU F5=MAIN 10009 <b>inquiry successful.</b>	

#### **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 Т 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: CITY: ALBANY STATE: NY ZIP CODE: 12345 - VRS IND (Y,N,B): Ν COUNTRY: E-MAIL ADDRESS: CONTACT PHONE: ( 503 ) 295 - 8746 CONTACT NAME: BARBARA SMITH 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 10009 INQUIRY SUCCESSFUL.

#### **STEP 2: RESULT**

The Inquiry Menu appears allowing for selection of another Inquiry option.

SP100A SP100AO 08/03/2000		2/02/00 23:07
< < < < < < < < < < < < < < < < < < <	<ul> <li>PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>ACCOUNT BALANCE INQUIRY PROMPT</li> <li>ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>ACCOUNT PROFILE INQUIRY</li> <li>FEDERAL PROGRAM AGENCY INQUIRY</li> <li>PAYMENT REQUESTOR INQUIRY</li> <li>RECIPIENT ORGANIZATION INQUIRY</li> <li>CFDA INQUIRY</li> <li>ALC INQUIRY</li> <li>RETURNED PAYMENT INQUIRY PROMPT</li> <li>BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>SUPER USER INQUIRY</li> <li>VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>	
	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.

Inquiry	Book Entry Adjustment Inquiry - Overview
<	<b>Date</b> and <b>Time</b> - Displayed on the summary screen, the date and time the adjustment was made.
<	<b>NBR ITM</b> -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.
<	<b>Decrease Avail Bal By Amount</b> - the amount of money moved <b>out</b> of an ASAP Account.
<	Increase Avail Bal By Amount - the amount of money moved into an ASAP Account.
<	<b>ITM #</b> - 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

1

### **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 APPLICATI SP170AO BOOK ENTRY ADJUSTMENT IN 08/03/2000 T	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U
ADJUSTMENT REFERENCE NUMBER:	
AGENCY LOCATION CODE/REGION: 1100000	1 / SHORT NAME:
RECIPIENT ID: 0101111	SHORT NAME:
ADJUSTMENT DATES FROM: 08 / 02 / 2000	<u>0</u> TO: <u>08 / 03 / 2000</u>
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.

SP175AAUTOMATED STANDARD APPLICATION FOR PAYMENTS08/03/00SP175A0BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY10:38:308/03/2000TT								
	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				
ADJUSTME S	DATE	TIME	REF NUM	ITM	TOTAL			
_ 0	8/03/2000	10:36:39	ADJUSTMENT 1	02	\$1,000.00			
	F3=PRMT F4=MENU	F5=MAIN		F9=ALC F10=1	RO			

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

Type the letter S in the select field and press Enter.

SP175A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 08/03/00 10:38:35 SP175A0 BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY 08/03/2000 т 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 ADJUSTMENT NBR S DATE TIME REF NUM ттм TOTAL 08/03/2000 10:36:39 ADJUSTMENT 1 S 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 BOOK ENTRY ADJUSTMENT DETAIL INQUIRY 10:41:19 SP180AO 08/03/2000 Т 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 т REQUESTOR ID: 0101234 SHORT NAME: GRAY U SHORT NAME: US MONEY AGENCY LOCATION CODE/REGION: 11000001 / 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 ACCOUNT ID BAL. BY AMOUNT BAL. BY AMOUNT # ID F1R10001 \$1,000.00 01 0101111 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 08/02/00 AUTOMATED STANDARD APPLICATION FOR PAYMENTS 10:23:07 SP100AO INQUIRY MENU 08/03/2000 т < 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 A SP304AO 08/03/2000 T	UTOMATED ST.	ANDARD AP SUPER US	-		PAYMENTS		08/03/00 13:26:11
SUPER USER ID: <u>CT</u> FULL NAME: ADDRESS LINE 1: ADDRESS LINE 2: ADDRESS LINE 3: CITY: COUNTRY:	TYPE:	STATE :		ZIP CODE	2: –		
E-MAIL ADDRESS: CONTACT NAME:				CONTACT	PHONE: (	)	-
CERTIFYING OFFICIA	т.				EXTENSION:	,	
CERTIFYING OFFICIA	L TITLE:						
CERTIFYING OFFICIA	L PHONE: (	)	-	EXT	TENSION:		
F4=	MENU F5=MAI	N					

**STEP 1: RESULT** 

The State Super User profile information is displayed.

SP304A A SP304AO 08/03/2000 T		08/03/00 13:26:11
	TYPE: STATE USER FICUT STATE TREASURER 23 MAIN ST.	
CITY: HARTFORD COUNTRY: E-MAIL ADDRESS:	STATE: <b>CT</b> ZIP CODE: <b>99999</b> -	
CONTACT NAME: MARY	CONTACT EXTENSION:	999 - 9999
	AL TITLE: <b>TREASURER</b> AL PHONE: ( <b>999 )999 - 9999</b> EXTENSION:	
F4=	=MENU F5=MAIN	

### **STEP 2: ACTION**

Press F5=MAIN to return to the Main Menu.

SP304A AUTOMATED STANDARD APPLICAT SP304AO SUPER USER ING 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	F 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 <u>F5=MAIN</u>	

### **STEP 2: RESULT**

The Main Menu is displayed.

SP010A SP010AO 08/03/2000	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU T	08/03/00 10:42:46
	<pre>&lt;1&gt; PAYMENT REQUEST PROCESSING &lt;2&gt; INQUIRY MENU &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU &lt;4&gt; RFC FUNCTIONS MENU &lt;5&gt; FRB SUPPORT PROCESSING &lt;6&gt; REPORT REQUEST MENU &lt;7&gt; NOTIFICATIONS</pre>	
ORGANIZATION F2=EXIT	PRESS ENTER	· _