CHAPTER 6:

NOTIFICATIONS

PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message that a Payment Requestor receives on the Payment Request Processing menu.

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



              <1>  TEMPLATE PAYMENT REQUEST PROMPT

              <2>  MASTER PAYMENT REQUEST PROMPT

              <3>  CREATE PAYMENT REQUESTOR TEMPLATE PROMPT

              <4>  BOOK ENTRY ADJUSTMENT PROMPT

              <5>  PAYMENT CANCELLATION PROMPT

              <6>  INTERSTATE AUTHORIZATION TRANSFER PROMPT

                                      ENTER SELECTION NUMBER: _
                                      PRESS ENTER

        F2=EXIT            F5=MAIN
  IO110   YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES.
```

LIST OF NOTIFICATIONS

The following table shows the current list of notifications that a Federal Agency, a Recipient Organization, and a Payment Requestor may receive.

	Online Notifications		
Msg ID	Message Receivers	Short Name	Message Text
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0004	Agencies	FILE REJ	THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER @DATE @FILE REJECT REASON: @RESN
0005	Agencies	ACCT REJ	THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN @DATE @FILE @FPA RECIPIENT ID ACCOUNT ID CHANGE TYPE @ROID @ACCT @ACTN REJECT REASON: @RESN
0006	Agencies	AUTH REJ	THE FOLLOWING BATCH AUTHORIZATION

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
			TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER AUTH EFF. DATE @DATE @FILE @EFDT FPA/RGN RECIPIENT ID ACCOUNT ID INCR/DECR @FPA @ROID @ACCT @INDC AUTHORIZATION AMOUNT: @AUAM REJECT REASON: @RESN

0007	Agencies Requestors	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY ACH. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:
			
			FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			  @FPA @ROID @ACCT
			
			REQUEST DATE REQUEST AMOUNT REJECT DATE
			
			  @RQDT @AMT @DATE

0008	Agencies Requestors Recipients	PMT REJECT	THE FOLLOWING PAYMENT WAS REJECTED BY FUNDS. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:
			
			FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			  @FPA @ROID @ACCT
			
			REQUEST DATE REQUEST AMOUNT REJECT DATE
			
			  @RQDT @AMT @DATE

	Online Notifications		
Msg ID	Message Receivers	Short Name	Message Text

0009	Agencies Recipients Requestors	RET CLASFD	A RETURNED PAYMENT HAS BEEN CLASSIFIED TO THE FOLLOWING ACCOUNT:
			
			FEDERAL AGENCY RECIPIENT ID ACCOUNT ID
			
			  @FPA @ROID @ACCT
			
			CLASSIFIED AMOUNT CLASSIFIED DATE
			
			  @AMT @DATE
			
			THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN INCREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

0010	Agencies Recipients Requestors	RET RECLS	A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT: FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT RECLASSIFIED AMOUNT RECLASSIFIED DATE @AMT @DATE THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0011	Agencies	PMT REV	PAYMENT REQUEST(S) DATED @RQDT AGAINST YOUR AGENCY"S ACCOUNT(S) ARE AWAITING AGENCY REVIEW.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0012	Requestors	NEW AGNCY	THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP. YOU WILL BE NOTIFIED BY THIS AGENCY AND/OR YOUR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY THAT WILL BE CONVERTED TO ASAP: AGENCY LOCATION CODE/REGION: @FPA AGENCY NAME: @NAME
0013	Requestors Recipients	NEW ACCT	NEW ACCOUNT(S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY @FPA .

0014	Requestors Recipients	CHG ACCT	FEDERAL AGENCY @FPA HAS MADE CHANGES TO THE FOLLOWING ACCOUNT:
			
			  RECIPIENT ID ACCOUNT ID
			
			   @ROID @ACCT
			
			YOU MAY USE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE ACCOUNT.

0015	Requestors Recipients	AUTH CERT	FEDERAL AGENCY @FPA HAS CERTIFIED AN AUTHORIZATION TO THE FOLLOWING ACCOUNT:
			
			  RECIPIENT ID ACCOUNT ID
			
			   @ROID @ACCT
			
			EFFECTIVE INCREASE/ AUTHORIZATION
			 DATE DECREASE AMOUNT
			
			  @DATE @ACTN @AMT
			
			YOU MAY USE THE AUTHORIZATION TRANSACTION INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE AUTHORIZATION.

		Online Notifications	
Msg ID	Message Receivers	Short Name	Message Text
0016	Requestors Recipients	PMT REVIEW	FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE : REQUEST DATE #ITEMS REQUEST AMOUNT ACTION @RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.
0017	Requestors Recipients	PMT CANNED	FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST: REQUEST SETTLEMENT REQUEST DATE DATE AMOUNT @RQDT @STDT @AMT IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.
0018	Requestors Recipients	AGNCY REV	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0019	Requestors Recipients	RO REVIEW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0020	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0021	Requestors Recipients	AGNCY REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0022	Requestors Recipients	ROID REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0023	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text

0024	Requestors Recipients	ACCT DET	ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT:
			
			FEDERAL PROGRAM AGENCY:
			    @FPA
			
			RECIPIENT ID:
			    @ROID
			
			ACCOUNT ID:
			    @ACCT
			
			YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

0025	Agencies	DET REJ	THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS. FILE DATE FILE NUMBER FPA/RGN CHANGE TYPE @DATE @FILE @FPA @ACTN RECIPIENT ID ACCOUNT ID ACCOUNT DETAIL ID @ROID @ACCT @ACDL REJECT REASON: @RESN
0026	Requestors Recipients	MAX DRAW	FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications

Msg ID	Message Receivers	Short Name	Message Text
0027	Requestors Recipients	AUTH XFER	THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE. YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.

GUIDE TO EXAMPLE

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

STEP 1: ACTION

On the Main Menu, type 7 for Notifications and press Enter.

```
 SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP010AO                           MAIN MENU                           HH:MM:SS
 08/31/2000 T


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


                  ASAP ID _____
 ORGANIZATION ACCESS CODE
                                         ENTER SELECTION NUMBER: 7
                                         PRESS ENTER
        F2=EXIT
```

STEP 1: RESULT

The Notification List appears.

```
 SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP265AO                        NOTIFICATION LIST                      HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                               PAGE   1  OF  1

 S   DATE/TIME    SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

 _   08/31/2000  10:46  SYSTEM       AUTH CERT

 _   08/22/2000  15:05  SYSTEM       NEW AGENCY

 _   08/10/2000  11:59  SYSTEM       NEW ACCT

 _   08/02/2000  16:24  SYSTEM       PRFL CHG

 _   08/02/2000  15:00  SYSTEM        PMT REVIEW



          F5=MAIN
```

STEP 2: ACTION

On the Notification List choose which notification you would like to view the Detail on by placing an "S" in the SELECT field and pressing ENTER.

```
 SP265A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/00
 SP265AO                        NOTIFICATION LIST                    HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                    PAGE   1  OF  1

 S   DATE/TIME    SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

 _    08/31/2000  10:46  SYSTEM       AUTH CERT

 S   08/22/2000  15:05  SYSTEM       NEW AGENCY

 _    08/10/2000  11:59  SYSTEM       NEW ACCT

 _    08/02/2000  16:24  SYSTEM       PRFL CHG

 _    08/02/2000  15:00  SYSTEM        PMT REVIEW


         F5=MAIN
```

STEP 2: RESULT

The Notification Detail you specified appears.

```
 SP270A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/31/00
 SP270AO                        NOTIFICATION DETAIL                  HH:MM:SS
 08/31/2000 T


   2 OF 5 MESSAGES
 DATE SENT: 08/22/2000       SENDER LOGON: SPPM305U       SENDER ASAP ID: SYSTEM
 TIME SENT: 15:05:11                                     SHORT NAME: NEW AGENCY
 MESSAGE TEXT:

   THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP.  YOU WILL BE NOTIFIED
   BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY
   THAT WILL BE CONVERTED TO ASAP.

     AGENCY LOCATION CODE / REGION:  11000001

     AGENCY NAME: DEPARTMENT OF THE MONEY



                          F7=PREV F8=NEXT                 F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 3: ACTION

To view more Notifications addressed to your organization press the F8=NEXT key to see the next available notification.

```
 SP270A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP270AO                       NOTIFICATION DETAIL                      HH:MM:SS
 08/31/2000 T


    2 OF 5 MESSAGES
 DATE SENT: 08/22/2000        SENDER LOGON: SPPM305U        SENDER ASAP ID: SYSTEM
 TIME SENT: 15:05:11                                        SHORT NAME: NEW AGENCY
 MESSAGE ID: 00012
 MESSAGE TEXT:

      THE FOLLOWING FEDERAL AGENCY HAS BEEN ADDED TO ASAP.  YOU WILL BE NOTIFIED
      BY THIS AGENCY AND/OR SERVICING RFC IF YOU HAVE GRANTS WITH THIS AGENCY
      THAT WILL BE CONVERTED TO ASAP.

       AGENCY LOCATION CODE / REGION:  11000001

       AGENCY NAME: DEPARTMENT OF THE MONEY


                                  F7=PREV F8=NEXT              F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 3: RESULT

You are then presented with Notification 3 of 5.

```
 SP270A             AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/31/00
 SP270AO                       NOTIFICATION DETAIL                      HH:MM:SS
 08/31/2000 T


    3 OF 5 MESSAGES
 DATE SENT: 08/22/2000        SENDER LOGON: SPPM065U         SENDER ASAP ID: SYSTEM
 TIME SENT: 11:59:11                                         SHORT NAME: NEW ACCOUNT
 MESSAGE ID: 00013
 MESSAGE TEXT:

      NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY
      22000002/02




                                  F7=PREV F8=NEXT              F11=LIST
 I0122    NOTIFICATION DISPLAYED.
```

STEP 4: ACTION

To get back to the Notification List, press F11=LIST.

```
 SP270A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
 SP270AO                        NOTIFICATION DETAIL                     HH:MM:SS
 08/31/2000 T

     3 OF 5 MESSAGES
 DATE SENT: 08/22/2000       SENDER LOGON: SPPM065U      SENDER ASAP ID: SYSTEM
 TIME SENT: 11:59:11                                     SHORT NAME: NEW ACCOUNT
 MESSAGE ID: 00013
 MESSAGE TEXT:

     NEW ACCOUNT (S) HAVE BEEN ADDED FOR YOUR ORGANIZATION BY FEDERAL AGENCY
     22000002/02




                             F7=PREV F8=NEXT                  F11=LIST
 I0122   NOTIFICATION DISPLAYED.
```

STEP 4: RESULT

The Notification List appears allowing for the selection of another Notification or access to the Main Menu.

```
 SP265A           AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
 SP265AO                        NOTIFICATION LIST                       HH:MM:SS
 08/31/2000 T


 SELECT  <S> TO READ                                 PAGE   1  OF  1

 S   DATE/TIME    SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

 _   08/31/2000  10:46  SYSTEM       AUTH CERT

 _   08/22/2000  15:05  SYSTEM       NEW AGENCY        08/31/2000 HH:MM   E1XXX01

 _   08/10/2000  11:59  SYSTEM       NEW ACCT          08/31/2000 HH:MM   E1XXX01

 _   08/02/2000  16:24  SYSTEM       PRFL CHG

 _   08/02/2000  15:00  SYSTEM        PMT REVIEW



         F5=MAIN
```

STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

```
SP265A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/31/00
SP265AO                      NOTIFICATION LIST                     HH:MM:SS
08/31/2000 T


SELECT  <S> TO READ                                  PAGE    1  OF   1

S   DATE/TIME   SENT   SENDER ID    SENDER SHRT NAME  DATE/TIME READ    READ BY

_   08/31/2000  10:46  SYSTEM       AUTH CERT

_   08/22/2000  15:05  SYSTEM       NEW AGENCY        08/31/2000 HH:MM   E1XXX01

_   08/10/2000  11:59  SYSTEM       NEW ACCT          08/31/2000 HH:MM   E1XXX01

_   08/02/2000  16:24  SYSTEM       PRFL CHG

_   08/02/2000  15:00  SYSTEM        PMT REVIEW



        F5=MAIN
```

STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.

```
SP010A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/31/00
SP010AO                          MAIN MENU                         HH:MM:SS
08/31/2000 T



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


          ASAP ID _____
ORGANIZATION ACCESS CODE
                                   ENTER SELECTION NUMBER:
                                   PRESS ENTER
      F2=EXIT
```