

# **CHAPTER 7:**

# **USER-INITIATED**

# **REPORTS**

## **PURPOSE**

In this chapter, you will learn how to request each of three reports via the on-line ASAP system.

### OVERVIEW

There are three reports which you may request via on-line screens in the ASAP system for fax delivery to your organization within 24 hours.

- < The **Account Settlement Report** provides historical account activity information on individual ASAP accounts for a date range of any length.
- < The **Report of Accounts with End Dates** lists all of your organizations ASAP accounts which have an End Date, or last draw date, specified in the account profile.
- < The **Cash Management Report** provides summary information sorted by ALC/Recipient ID/CFDA or ALC/Recipient ID/Account ID up to 367 calendar days.

The other reports on the Report Request Menu - Data Retrieval and Debit Vouchers/Deposit Tickets Summary Report - are for Federal Agency use only.

A complete description of each ASAP report is provided in the following sections.

### GETTING STARTED

Each of the user initiated reports is available for request through the Report Request Menu option on the ASAP Main Menu. See the example on the following page.

**ACTION:**

On the Main Menu, type 6 for Report Request Menu and press Enter.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP010AO          MAIN MENU                                         HH:MM:SS
08/02/2000 T

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

                ASAP ID:
ORGANIZATION ACCESS CODE:          ENTER SELECTION NUMBER: 6
                F2=EXIT                PRESS ENTER
```

**RESULT:**

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP525AO          REPORT REQUEST MENU                               HH:MM:SS
08/02/2000 T

                <1> ACCOUNT SETTLEMENT REPORT
                <2> ACCOUNTS WITH END DATES REPORT
                <3> DATA RETRIEVAL REPORT
                <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT
                <5> CASH MANAGEMENT REPORTS

                ENTER SELECTION NUMBER:
                PRESS ENTER

                F2=EXIT                F5=MAIN
```

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**SECTION 7.1****ACCOUNT SETTLEMENT REPORT**

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account's available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account's history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account's existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments**, and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

**Authorization transactions** are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account's available balance in ASAP. Increased authorizations appear as **positive** amounts, and decreased authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future-dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

**Payment transactions or draws** are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas "negative draw" adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

**Book Entry Adjustments**, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry increase to the available balance of an account appears as a **positive** amount, and a book entry decrease to the available balance appears as a **negative** amount.

**Interstate Authorization Transactions** are used by the Unemployment Trust Fund and are discussed in a supplementary manual.

**Returned Payments** are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** 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. Classified returned payments appear as **positive** amounts. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Returned payments that are reclassified INTO an account will be positive amounts and returned payments that are reclassified OUT of an account will be negative amounts.

### REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

- < **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type "all" in the field labeled **ALL** on the prompt.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

- < **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
  - AU** - applied authorization transactions
  - PY** - settled payment requests
  - BE** - posted book entry adjustments
  - RP** - classified returned payments
  - IT** - interstate authorization transfers
- < **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

The following Example illustrates how to request an Account Settlement Report.

**EXAMPLE**

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 1 and press Enter.

```

SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO          REPORT REQUEST MENU                                HH:MM:SS
08/02/2000 T

                <1> ACCOUNT SETTLEMENT REPORT

                <2> ACCOUNTS WITH END DATES REPORT

                <3> DATA RETRIEVAL REPORT

                <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                <5> CASH MANAGEMENT REPORTS

                                ENTER SELECTION NUMBER: 1
                                PRESS ENTER

                F2=EXIT          F5=MAIN

```

**STEP 1: RESULT**

The following screen appears.

```

SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO          ACCOUNT SETTLEMENT REPORT                        HH:MM:SS
08/02/2000 T

                ENTER: AGENCY LOCATION CODE/REGION: _____/___

                AND RECIPIENT ID: _____

                AND ACCOUNT ID: _____

                AND FROM ___/___/____ TO ___/___/____

                OR ALL: ____

                AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____

                F4=MENU F5=MAIN

```

**STEP 2: ACTION**

Specify the account whose activity you wish to see, along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER:	AGENCY LOCATION CODE/REGION: <u>11000001/</u>	
AND	RECIPIENT ID: <u>0101111</u>	
AND	ACCOUNT ID: <u>F1R10002</u>	
AND	FROM <u>08/02/2000</u> TO <u>08/06/2000</u>	
OR	ALL: ____	
AND	FAX OR BULKDATA: <u>F</u> (F OR B) FAX NUMBER: <u>(123)456-7890</u>	
F4=MENU F5=MAIN		

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER:	AGENCY LOCATION CODE/REGION: 11000001/	
AND	RECIPIENT ID: 0101111	
AND	ACCOUNT ID: F1R10002_____	
AND	FROM 08/02/2000 TO 08/06/2000	
OR	ALL: ____	
AND	FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890	
<p><b>THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.          TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;          TO CANCEL, TYPE "N" AND PRESS ENTER. _</b></p>		
F4=MENU F5=MAIN		



**STEP 3: ACTION**

Type Y to confirm and press Enter.

```

SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO          ACCOUNT SETTLEMENT REPORT                          HH:MM:SS
08/02/2000 T

ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

AND     RECIPIENT ID: 0101111

AND     ACCOUNT ID:  F1R10002_____

AND     FROM 08/02/2000 TO 08/06/2000

OR      ALL: ____

AND     FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
TO CANCEL, TYPE "N" AND PRESS ENTER. Y

F4=MENU  F5=MAIN

```

**STEP 3: RESULT**

Another message now informs you that your request is accepted.

```

SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO          ACCOUNT SETTLEMENT REPORT                          HH:MM:SS
08/02/2000 T

ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

AND     RECIPIENT ID: 0101111

AND     ACCOUNT ID:  F1R10002_____

AND     FROM 08/02/2000 TO 08/06/2000

OR      ALL: ____

AND     FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.

```

**STEP 4: ACTION**

If you want to request more reports, either for this account, for other time periods or for other accounts and time periods, press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```

SP530F          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP530FO          ACCOUNT SETTLEMENT REPORT                          HH:MM:SS
08/02/2000 T

ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

AND  RECIPIENT ID: 0101111

AND  ACCOUNT ID:  F1R10002_____

AND  FROM 08/02/2000  TO  08/06/2000

OR  ALL: ____

AND  FAX OR BULKDATA: F (F OR B)  FAX NUMBER: (123)456-7890

      F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.

```

**STEP 4: RESULT**

The Report Request Menu appears.

```

SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO          REPORT REQUEST MENU                              HH:MM:SS
08/02/2000 T

<1>  ACCOUNT SETTLEMENT REPORT

<2>  ACCOUNTS WITH END DATES REPORT

<3>  DATA RETRIEVAL REPORT

<4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

<5>  CASH MANAGEMENT REPORTS

                                ENTER SELECTION NUMBER:
                                PRESS ENTER

F2=EXIT          F5=MAIN

```

**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

This is the report that was requested.

SETTLEMENT/ APPLIED DATE	TRANS	AUTHORIZATIONS	DRAWS/RP/BE	BALANCE
08/02/2000	BAL FWD			0.00
08/02/2000	AU	500,000.00		500,000.00
08/02/2000	PY		-100,000.00	400,000.00
08/02/2000	BE		50,000.00	450,000.00
08/06/2000	PY		-5,000.00	445,000.00
08/06/2000	PY		-25,000.00	420,000.00
08/06/2000	PY		-1,000.00	419,000.00
08/06/2000	PY		-1,000.00	418,000.00
08/06/2000	PY		-1,000.00	417,000.00
08/06/2000	PY		10,000.00	427,000.00
TOTALS:		500,000.00	-73,000.00	

\* \* \* \* \* END OF REPORT \* \* \* \* \*

---

## SECTION 7.2 REPORT OF ACCOUNTS WITH END DATES

The Report of Accounts with End Dates lists all ASAP accounts pertaining to your organization which have an End Date, or last draw date, specified in the account profile.

The Federal agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will automatically change that account's status to Suspended when the system opens on the business day following the End Date. Payment requests and book entry adjustments may not be made against suspended accounts.

Note the distinction between an **End Date** and a **Budget Period End Date**, which also appears on the account profile. The Budget Period End Date may be used by the Federal agency to indicate the end of a time frame important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

### REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

- < **Requestor ID, Recipient ID, Agency Location Code/Region**- If you are logged on as a Payment Requestor, your Requestor ID will automatically appear on the prompt. These fields on the prompt screen allow you to specify a particular Payment Requestor and/or Recipient Organization to narrow the report results.
- < **From** and **To** dates - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

The report will be delivered to your fax machine within 24 hours of your request.

- < **Status** - On the report, indicates the account status as of the date of the report. Values are "O" for Open, "S" for Suspended, and "C" for Closed.

#### EXAMPLE

In this example we will request a report of Accounts with End Dates for a specified Federal Agency, Recipient Organization and date range. At the end of the example you will find a layout of the resulting report.

- < One Federal Agency
- < One Recipient
- < Specified Date Range

**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 2 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<p>&lt;1&gt; ACCOUNT SETTLEMENT REPORT</p> <p>&lt;2&gt; ACCOUNTS WITH END DATES REPORT</p> <p>&lt;3&gt; DATA RETRIEVAL REPORT</p> <p>&lt;4&gt; DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p>&lt;5&gt; CASH MANAGEMENT REPORTS</p>		
<p>ENTER SELECTION NUMBER: <u>2</u></p> <p>PRESS ENTER</p>		
F2=EXIT	F5=MAIN	

**STEP 1: RESULT**

The following screen appears.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
<p>ENTER: AGENCY LOCATION CODE/REGION:                   /</p> <p>AND/OR RECIPIENT ID: _____</p> <p>AND/OR REQUESTOR ID:</p> <p>AND/OR FROM ___/___/____ TO ___/___/____</p> <p>AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____</p>		
<p>F4=MENU F5=MAIN</p>		

**STEP 2: ACTION**

Fill in the fields below. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: <u>11000001/</u>		
AND/OR RECIPIENT ID: <u>0101111</u>		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM <u>10/01/1997</u> TO <u>09/30/2000</u>		
AND FAX OR BULKDATA: <u>F</u> (F OR B) FAX NUMBER: <u>(123)456-7890</u>		
F4=MENU F5=MAIN		

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
<b>THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.          TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;          TO CANCEL, TYPE "N" AND PRESS ENTER. _</b>		
F4=MENU F5=MAIN		

**STEP 3: ACTION**

Type Y to confirm and press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/  
AND/OR RECIPIENT ID: 0101111  
AND/OR REQUESTOR ID: 0101234  
AND/OR FROM 10/01/1997 TO 09/30/2000  
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.  
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;  
TO CANCEL, TYPE "N" AND PRESS ENTER. Y

F4=MENU F5=MAIN

**STEP 3: RESULT**

Another message now informs you that your request is accepted.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		

ENTER: AGENCY LOCATION CODE/REGION: 11000001/  
AND/OR RECIPIENT ID: 0101111  
AND/OR REQUESTOR ID: 0101234  
AND/OR FROM 10/01/1997 TO 09/30/2000  
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890

F4=MENU F5=MAIN  
**I0074 REPORT REQUESTED. PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.**



**STEP 4: ACTION**

If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```
SP520A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP520AO          ACCOUNTS WITH END DATES REPORT                      HH:MM:SS
08/02/2000 T

ENTER:  AGENCY LOCATION CODE/REGION: 11000001/

AND/OR  RECIPIENT ID: 0101111

AND/OR  REQUESTOR ID: 0101234

AND/OR  FROM 10/01/1997   TO   09/30/2000

AND    FAX OR BULKDATA: F (F OR B)   FAX NUMBER: (123)456-7890

          F4=MENU   F5=MAIN
I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.
```

**STEP 4: RESULT**

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP525AO          REPORT REQUEST MENU                                HH:MM:SS
08/02/2000 T

<1>  ACCOUNT SETTLEMENT REPORT

<2>  ACCOUNTS WITH END DATES REPORT

<3>  DATA RETRIEVAL REPORT

<4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

<5>  CASH MANAGEMENT REPORTS

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN
```

**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

This is the report we requested.

RUN DATE: 08/02/00	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	PROGRAM: SPPQ936U		
RUN TIME: 21:47:35	REPORT OF ACCOUNTS WITH END DATES	PAGE: 1		
	FROM 10/01/1997 TO 09/30/2000			
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY1			
RECIPIENT ID: 0101111	SHORT NAME: GRAY U			
GROUP ID	ACCT ID	ASAP ACCT DESC	END DATE	STATUS
	F1R10001	GRANT NUMBER 1	12/31/1997	O
	F1R10002	GRANT NUMBER 2	06/30/2000	O
	F1R10003	GRANT NUMBER 3	06/30/1998	O
	F1R10004	GRANT NUMBER 4	09/30/2000	O
* * * * * END OF REPORT * * * * *				

**SECTION 7.3****CASH MANAGEMENT REPORTS**

The Cash Management Reports were designed to help Federal Agencies, Payment Requestors and Recipient Organizations with their monthly cash transaction reporting. The reports will assist users in determining draw patterns and number of days between settlement dates. Any ASAP user may request these reports. Information may be sorted by ALC/Recipient ID/ CFDA number or by ALC/Recipient ID/Account ID for a time period of up to 367 calendar days.

**REPORT AND SCREEN FIELDS TO NOTE**

The following fields appear on the report and/or the prompt screen:

- < **Agency Location Code/Region, Recipient ID** - These fields are required on the prompt screen. Either the Agency Location Code or the Recipient ID may be "all" but both cannot be "all".
- < **CFDA, Account ID** - Either the CFDA or Account ID may be blank, but both can't be blank.
- < **From and To** dates - The date range is limited to 367 days.
- < **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

This report will be sent to your fax machine within 24 hours of your request.

**EXAMPLE**

In this example we will request a Cash Management report for one Recipient and all accounts for that Recipient for a specified ALC and date range. At the end of the example you will find a layout of the resulting report.

- < One Federal Agency
- < One Recipient ID
- < All Account Ids
- < Specified Date Range

**STEP 1: ACTION**

After selecting menu option 6 from the Main Menu, the Report Request Menu appears. Choose option 5 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/09/2000 T		
<p>&lt;1&gt; ACCOUNT SETTLEMENT REPORT</p> <p>&lt;2&gt; ACCOUNTS WITH END DATES REPORT</p> <p>&lt;3&gt; DATA RETRIEVAL REPORT</p> <p>&lt;4&gt; DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p>&lt;5&gt; CASH MANAGEMENT REPORTS</p>		
		ENTER SELECTION NUMBER: <u>5</u>
		PRESS ENTER
F2=EXIT	F5=MAIN	

**STEP 1: ACTION**

The following screen appears.

SP518A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/09/00
SP518AO	CASH MANAGEMENT REPORTS	HH:MM:SS
08/09/2000 T		
<p>ENTER: AGENCY LOCATION CODE/REGION: _____/___ (ENTER AN ALC OR ALL FOR ALL ALCs)</p> <p>AND RECIPIENT ID: _____ (ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)</p> <p>AND/OR CFDA: _____</p> <p>AND/OR ACCOUNT ID: _____</p> <p>AND DATE RANGE FROM: ___ / ___ / _____ TO: ___ / ___ / _____</p> <p>AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: ( ___ ) ___ - _____</p>		
F4=MENU F5=MAIN		

**STEP 2: ACTION**

Specify the required information along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

```

SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE/REGION: 11000001 /__ (ENTER AN ALC OR
                                           ALL FOR ALL ALCS)

AND     RECIPIENT ID: 0101111          (ENTER A RECIPIENT ID OR
                                           ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000   TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 202 ) 808 " 1234

F4=MENU  F5=MAIN

```

**STEP 2: RESULT**

A message at the bottom of the screen asks you to confirm your request.

```

SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR
                                           ALL FOR ALL ALCS)

AND     RECIPIENT ID: 0101111          (ENTER A RECIPIENT ID OR
                                           ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID:  ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000   TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
TO CANCEL, TYPE "N" AND PRESS ENTER.

F4=MENU  F5=MAIN

```

**STEP 3: ACTION**

Type Y to confirm and press Enter.

```

SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR
                                                ALL FOR ALL ALCS)

AND      RECIPIENT ID: 0101111          (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
TO CANCEL, TYPE "N" AND PRESS ENTER.                                     Y

F4=MENU  F5=MAIN

```

**STEP 3: RESULT**

Another message now informs you that your request has been accepted.

```

SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR
                                                ALL FOR ALL ALCS)

AND      RECIPIENT ID: 0101111          (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234

F4=MENU  F5=MAIN

I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.

```

**STEP 4: ACTION**

Press F5 to return to the Main Menu.

```

SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE/REGION:11000001 /__ (ENTER AN ALC OR
                                                ALL FOR ALL ALCS)

AND      RECIPIENT ID: 0101111          (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 202 ) 808 - 1234

                F4=MENU   F5=MAIN
I0074 REPORT REQUESTED.  PRESS "ENTER" OR A FUNCTION KEY TO CONTINUE.

```

**STEP 4: RESULT**

The Main Menu is displayed.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010AO          MAIN MENU                                           HH:MM:SS
08/02/2000 T

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

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

```



**STEP 5: ACTION**

Within 24 hours, check the fax machine you specified to receive your report.

**STEP 5: RESULT**

The report we requested is on the next page.

Requested Reports

Cash Management Reports - Example

RUN DATE: MM/DD/CCYY  
RUN TIME: HH:MM:SS

AUTOMATED STANDARD APPLICATION FOR PAYMENTS  
AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT

PROGRAM: SPPQ985U  
PAGE: 99999

AGENCY LOCATION CODE/REGION: 11000001  
RECIPIENT ID: 0101111  
ACCOUNT ID: ALL  
CFDA:  
DATE RANGE: 07/01/2000 - 08/09/2000

SHORT NAME: US MONEY1  
SHORT NAME: GRAY U

RECIPIENT ID: 0101111      SHORT NAME: GRAYU

ACCOUNT NUMBER	CFDA	GROUP ID	BEGINNING BALANCE	AUTHORIZATIONS	PAYMENTS & ADJUSTMENTS (PY/RP/BE)	AVAILABLE ENDING BALANCE	AVG DAYS
12345678901234567890 F1R10003	99.999 10.564	99999999999	99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-9,999,999,999,999.99-	15,120,555.78	1,100,254,555.23	223,456,235.45- 891,918,875.56	999.9 5.7
TOTALS:			99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-				99.9

\*\*\*\*\*END OF REPORT\*\*\*\*\*