



ASAP Training Guide for Federal Agencies

ASAP Customer Support October 2000



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1.0 Overview

ASAP is a recipient-initiated payment and information system designed to provide a single point of contact for the request and delivery of Federal funds. ASAP was developed by the Financial Management Service (FMS) of the U.S. Treasury and the Federal Reserve Bank (FRB) of Richmond.

1.1 The objectives of ASAP are to provide:

- * a standard, centralized, electronic payment delivery system for Federal program fund recipients
- $\ast\,$ timely delivery of Federal funds to meet program requirements of fund recipients

1.2 ASAP Users

Federal Agencies:	Provide funds to Recipient Organizations and set up accounts to support authorized programs.
Recipient Organizations:	Receive Federal funds for authorized programs. May also be a Payment Requestor.
Payment Requestors:	Are authorized to request funds for Recipient Organizations. They may or may not al so be Recipient Organizations.

1.3 ASAP Federal Agency Training Objectives:

To provide ASAP users with the basic knowledge required to accomplish the following procedures:

- * Getting In Using CQ-3270 for Windows 95/NT
- * Building Accounts (Regular and Control)
- * Entering Authorizations
- * Certifying Authorizations
- * Setting Agency Review/Maximum Draw
- * Payment Request Review
- * Making Inquiries
- * Requesting Reports
- * Notifications
- * Getting Out

This guide can also be used as a desk reference for the basic ASAP functions. Please refer to **The ASAP User Guide for Federal Agencies** for more detailed information on the features of the ASAP system.

GETTING IN USING CQ-3270 FOR WINDOWS 95/NT

2.0. Getting in Using CQ-3270 for Windows 95/NT

STEP 1: In Windows 95/NT, double click on the **Session Administrator** icon. **Result:** The CQ Communications-CONFIG1 box will appear

- STEP 2: Type in your password and click OK
 - Result: Two CQ session screens will open. CQ will begin dialing to make the connection.

STEP 3: Once the connection is made, use the screen that displays the node name ending in "V" in the upper left corner. To access <u>Production</u>, type: logon applid (p1uaimpx) To access <u>Test</u>, type: logon applid (p1uaimcv)

Press Enter.

```
USSSFR LU=E9B0112V
FRAS
THIS IS A PRIVATE NETWORK
FOR AUTHORIZED USES BY
AUTHORIZED USERS ONLY.
UNAUTHORIZED ACCESS ATTEMPTS ARE
SUBJECT TO LEGAL PROSECUTION.
logon applid (pluaimpx)
```

Result: You will receive the FRAS logon screen

STEP 4: At the **FRAS** (Federal Reserve Automation Services) sign on screen, enter your assigned **User ID** and **Password** and **press Enter**.



STEP 5: At the **FORMAT REQUEST** screen, type **asap** and **press Enter**.

TIME: HH:MM:SS DATE: 09/20/00 FORMAT REQUEST ------ENTER TRANSACTION FORMAT OR PRESS <CLEAR> FORMAT ===> ASAP DFS0581 SIGN COMMAND COMPLETED **STEP 6:** Type in your **ASAP ID** (Agency Location Code) and **Organization Access Code** (OAC). **The ASAP ID and OAC need only to be entered the first time you access the system, unless someone else uses the PC or if you use multiple IDs.**

STEP 7: Select option 3 for Federal Agency Functions and press Enter.

SPASAP SPASAP	AUTOMATED STANDARD APPLICAT MAIN MENU	FION FOR PAYMENTS	09/20/00 12:00:27
	<pre><1> PAYMENT REQUEST PROC <2> INQUIRY MENU <3> FEDERAL AGENCY <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSI <6> REPORT REQUEST MENU <7> NOTIFICATIONS</pre>	CESSING FUNCTIONS MENU ING	
ORGANIZATION F2=EXIT	ASAP IDACCESS CODE	ENTER SELECTION NUMBE PRESS ENTER	R: <u>3</u>

FEDERAL AGENCY FUNCTIONS

Building Accounts (Regular)

- **3.0** Federal Agency Functions Building Accounts Each Federal agency establishes, maintains, and funds its own accounts in the ASAP system to control the flow of funds to its recipients.
- STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.
- **STEP 2:** Select **option 1** for **Account Functions Menu** and **press Enter**.

SP060A SP060A0 08/26/1999	AUTOMATED STANDARD APPLICATION FOR FEDERAL AGENCY FUNCTIONS MEN	PAYMENTS 08/26/99 NU HH:MM:SS
	<1> ACCOUNT FUNCTIONS MENU	J
	<2> AUTHORIZATION ENTRY PROMPT	
	<3>AUTHORIZATION CERTIFICATION MENU	
	<4> REVIEW PAYMENT REQUESTS PROMPT	
F2=EXIT 10118 YOUR OR	E PI F5=MAIN GANIZATION HAS UNREAD NOTIFICATION MESS	NTER SELECTION NUMBER: <u>1</u> RESS ENTER AGES

STEP 3: Select **option 1** for **Account Profile Entry** and **press Enter**.

SP061A SP061AO 12/08/1999 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/20/00ACCOUNT FUNCTIONS MENU19:56:15
<1>	ACCOUNT PROFILE ENTRY
<2>	ACCOUNT DETAIL ENTRY
<3>	DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS
<4>	MAXIMUM DRAW AMOUNT
<5>	AGENCY REVIEW CRITERIA PROMPT
	ENTER SELECTION NUMBER: 1 RESS ENTER
F4=M	MENU F5=MAIN

NOTE: When the Account Profile Entry screen first appears, the ALC/Region code will be displayed and protected. All fields are displayed, but only the Action and two component fields of the Account, Recipient ID and Account ID, can be entered.

STEP 3: Fill in the Action, Recipient ID and Account ID fields and press Enter.

SP065B AUTOMATED STA SP065BO 09/22/2000 T ACTION: <u>A</u> <a> ADD <c> CHANGE</c>	NDARD APPLICATION FOR PA ACCOUNT PROFILE ENTRY <d> DELETE <i> INQUIRY</i></d>	YMENTS 09/22/00 19:57:55
AGENCY LOCATION CODE/REGION: RECIPIENT ID: <u>3641614</u> ACCOUNT ID: <u>F1R10001</u>	11000001 /	SHORT NAME: US DOE SHORT NAME:
ACCOUNT DESCRIPTION: ACCT STATUS INDICATOR (O/S/C): REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE DATE:	CFDA NUMBER: END DATE: / / BUDGET PERIOD END DATE:	CTRL ACCT (Y/N) N ASAP 1031 (Y/N) N PYMNT WAREHOUSE IND(Y/N) Y ALLOW BE ADJ (Y/N) Y CMIA INDICATOR (Y/N) / /
TOTAL ESTIMATED GRANT AMOUNT: CUMULATIVE AUTHORIZED AMOUNT: AVAILABLE BALANCE:		
F4=MENU F5=MAIN		

STEP 4: Complete the Account Profile Entry screen and press Enter. The Account Description and the Requestor ID are your required fields.

SP065B SP065BO 09/22/2000 T ACTION: <a> AD	SP065B AUTOMATED STANDARD APPLICATION FOR PAYMENTS 09/22/00 SP065BO ACCOUNT PROFILE ENTRY 19:57:55 09/22/2000 T Image: Comparison of the second		
AGENCY LOCATION RECIPIENT ID: <u>36416</u> ACCOUNT ID: <u>F1R10</u>	N CODE/REGION: <u>11000001/</u> SHORT NA 514 SHORT 1 0001	ME: US DOE NAME: NYDOHS	
ACCOUNT DESCRIP ACCT STATUS INDIO REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE DATE:	TION: ACCOUNT 1 CATOR (O/S/C): 3650053 CFDA NUMBER: END DATE: / / BUDGET PERIOD END DATE: / /	CTRL ACCT (Y/N) ASAP 1031 (Y/N) PYMNT WAREHOUSE IND (Y/N) ALLOW BE ADJ (Y/N) CMIA INDICATOR (Y/N)	
TOTAL ESTIMATED CUMULATIVE AUTH AVAILABLE BALAN F4=MENU F	GRANT AMOUNT: HORIZED AMOUNT: ICE: 5=MAIN		

Result: You have successfully completed building an account. The information you entered, plus **system defaults** in **fields** that you did not enter, is displayed. Notice the message at the bottom of the screen - **ADD SUCCESSFUL**.

SP065BAUTOMATED STANDARD APPLICATION FOR PAYMENTS09/22/00SP065BOACCOUNT PROFILE ENTRY15:07:2609/22/2000 TACTION: _ <a> ADD <c> CHANGE <d> DELETE <i> INQUIRYI</i></d></c>	
AGENCY LOCATION CODE/REGION: 11000001 /SHORT NAME: US DOERECIPIENT ID: 3641614SHORT NAME: NYDOHSACCOUNT ID: F1R10001SHORT NAME: NYDOHS	
ACCOUNT DESCRIPTION: ACCOUNT 1 CTRL ACCT (Y/N) N ACCT STATUS INDICATOR (O/S/C): O ASAP 1031 (Y/N) N REQUESTOR ID: 3650053 PYMNT WAREHOUSE IND(Y/N) Y GROUP ID: CFDA NUMBER: ALLOW BE ADJ (Y/N) Y BEGIN DATE: / CMIA INDICATOR (Y/N) CREATE DATE: BUDGET PERIOD END DATE: /	
TOTAL ESTIMATED GRANT AMOUNT: CUMULATIVE AUTHORIZED AMOUNT: AVAILABLE BALANCE: F4=MENU F5=MAIN I0012 ADD SUCCESSFUL.	

STEP 5: To add another profile, type "A" in the action field and fill in the recipient ID and account ID fields and press Enter. Follow step 4 on the previous page. Press F4= Menu to return to the Account Functions Menu.

TO EXIT: Press F5 = Main Menu, then Press F2 = Exit, Click File and Exit.

3.1 Control Account Function allows Federal Agencies to add up to three hundred account details for the purpose of managing grant fund.

STEP 1: From the **Federal Agency Functions Menu**, select **option 1** for **Accounts Functions Menu** and **press Enter**.

SP060A SP060AO 09/22/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/22/00FEDERAL AGENCY FUNCTIONS MENU15:58:24		
	<1> ACCOUNT FUNCTIONS MENU		
	2> AUTHORIZATION ENTRY PROMPT		
	<3> AUTHORIZATION CERTIFICATION MENU		
	4> REVIEW PAYMENT REQUESTS PROMPT		
	ENTER SELECTION NUMBER: 1 RESS ENTER		
F2=EXIT F I0118 YOUR ORGA	F2=EXIT F5=MAIN I0118 YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES		

STEP 2: From the Account Functions Menu select option 1 for Account Profile Entry and press Enter.

SP061A SP061AO 09/22/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/22/00ACCOUNT FUNCTIONS MENU16:03:48	
	<1> ACCOUNT PROFILE ENTRY	
	<>> ACCOUNT DETAIL ENTRY	
	Interpretation of the second secon	
	<4> MAXIMUM DRAW AMOUNT PROMPT	
	S> AGENCY REVIEW CRITERIA PROMPT	
	ENTER SELECTION NUMBER: 1	
	PRESS ENTER	
	F4=MENU F5=MAIN	

STEP 3:	Fill in the Action,	Recipient ID and Acco	ount ID fields and press Enter.
----------------	---------------------	-----------------------	---------------------------------

SP065B SP065BO 09/22/2000 T	AUTOMATED STANDARD APPLICA ACCOUNT PROFILE	TION FOR PAYMENTS09/22/00ENTRY16:16:45
ACTION: $\underline{\mathbf{A}}$ <a> ADD <c> CHA</c>	ANGE <d> DELETE <i> INQUIRY</i></d>	
AGENCY LOCATION CODE/REG	HON: 11000001 /	SHORT NAME: US DOE
RECIPIENT ID: <u>3641614</u>		SHORT NAME: NYDOHS
ACCOUNT ID: F1R10001		
ACCOUNT DESCRIPTION: ACCT STATUS INDICATOR (O/S REQUESTOR ID: GROUP ID: BEGIN DATE: / / CREATE DATE:	/C): CFDA NUMBER: END DATE: / / BUDGET PERIOD END DAT	CTRL ACCT (Y/N) _ ASAP 1031 (Y/N) N PYMNT WAREHOUSE IND(Y/N) Y ALLOW BE ADJ (Y/N) Y CMIA INDICATOR (Y/N) E: / /
TOTAL ESTIMATED GRANT AM CUMULATIVE AUTHORIZED AN AVAILABLE BALANCE:	OUNT: AOUNT:	
F4=MENU 10012 ADD SUCCESSFUL.	F5=MAIN	

STEP 4: Type in the required information on the **Account Profile Entry** screen, **enter "Y"** for Yes in the **CTRL ACCT** field to indicate the account has account details and **press Enter.** The F9 = DTL option appears.

SP065B AUTO SP065BO 09/22/2000 T O9/22/2000 T CHANCE	MATED STANDARD APPLICATION ACCOUNT PROFILE ENT	N FOR PAYMENTS 09/22/00 RY 16:16:45
ACTION: _ <a> ADD <c> CHANGE < AGENCY LOCATION CODE/REGION: RECIPIENT ID: 3641614 ACCOUNT ID: F1R10001</c>	D> DELETE <i> INQUIRY 11000001 /</i>	SHORT NAME: US DOE SHORT NAME: NYDOHS
ACCOUNT DESCRIPTION: <u>ACCOUN</u> ACCT STATUS INDICATOR (O/S/C): O REQUESTOR ID: <u>3650053</u> GROUP ID: BEGIN DATE: / / CREATE DATE:	T 1 Pr CFDA NUMBER: END DATE: / / BUDGET PERIOD END DATE: /	CTRL ACCT (Y/N) Y ASAP 1031 (Y/N) N (MNT WAREHOUSE IND(Y/N) Y ALLOW BE ADJ (Y/N) Y CMIA INDICATOR (Y/N)
TOTAL ESTIMATED GRANT AMOUNT: CUMULATIVE AUTHORIZED AMOUNT AVAILABLE BALANCE:	:	
F4=MENU F5=MA I0012 ADD SUCCESSFUL.	AIN	F9=DTL

STEP 5: Press F9 = DTL.

SP065B A SP065BO	UTOMATED STANDARD APPLICATION ACCOUNT PROFILE ENT	N FOR PAYMENTS RY	09/22/00 16:16:45
ACTION: _ <a> ADD <c> CHANG</c>	E <d> DELETE <i> INQUIRY</i></d>		
AGENCY LOCATION CODE/REGIO RECIPIENT ID: 3641614 ACCOUNT ID: F1R10001	N: 11000001 /	SHORT NAME: US DO SHORT NAME: NYE	DE DOHS
ACCOUNT DESCRIPTION: ACCOUNT	NT 1	CTRL ACCT (Y	//N) <u>Y</u>
ACCT STATUS INDICATOR (O/S/C)	:0	ASAP 1031 (Y/N) N
REQUESTOR ID: <u>3650053</u>	PYN	INT WAREHOUSE IND(Y	(/N) Y
GROUP ID:	CFDA NUMBER:	ALLOW BE ADJ (Y/N) Y
BEGIN DATE: / /	END DATE: / /	CMIA INDICATOR (Y/N)
CREATE DATE:	BUDGET PERIOD END DATE:	· /	
TOTAL ESTIMATED GRANT AMOU CUMULATIVE AUTHORIZED AMO AVAILABLE BALANCE:	JNT: UNT:		
F4=MENU F5	5=MAIN	F9=DTL	
10012 ADD SUCCESSEUL			

STEP 6: Enter the account details for the Control Account. Type **P** in the action field and **press Enter.**

SP067B AU SP067BO 09/22/2000 T	TOMATED STANDARD APPLICATION FOR PAYMEN ACCOUNT DETAIL ENTRY	TS 09/22/00 16:31:04
AGENCY LOCATION CODE/REGION	: 11000001 / SHOR	Г NAME: US DOE
RECIPIENT ID: 3641614	SHOI	RT NAME: NYDOHS
ACCOUNT ID: CONTROL ACCOUNT \$.00	AVAILABLE BALANCE:	
TOTAL CUMULATIVE DRAW LIMIT SELECT <a> ADD, <c> CHANGE, <c< td=""><td>: \$.00 >> DELETE</td><td></td></c<></c>	: \$.00 >> DELETE	
S ACCOUNT DETAIL ID	(O/S/C) DRAW LIMIT DRAWS/BE/RP TO D	ATE
<u>A F1R102A</u>	0	
<u>A F1R102B</u>	0	
<u>A F1R102C</u>	0	
ACTION \mathbf{P} (P=POST, V=VALIDATE,	, E=ESCAPE ,R=REFRESH)	
F4=MENU F5=MAI	N	
10127 ACCOUNT DETAILS	S HAVE BEEN UPDATED FOR THIS AC	COUNT.

Result: A message appears "Account Details Have Been Updated For This Account". You can also enter account details from the "Account Functions Menu" by selecting "Account Detail Entry".

3.2 Entering Authorizations

- STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.
- **STEP 2:** Select option 2 for Authorization Entry Prompt and press Enter.

SP060A SP060AO 09/20/2000T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/20/00FEDERAL AGENCY FUNCTIONS MENU19:59:21
	<>> ACCOUNT FUNCTIONS MENU
	<2> AUTHORIZATION ENTRY PROMPT
	3> AUTHORIZATION CERTIFICATION MENU
	A> REVIEW PAYMENT REQUESTS PROMPT
	ENTER SELECTION NUMBER: 2 RESS ENTER
F2=EXIT	F5=MAIN

STEP 3: Enter the **Effective Date** and the **Recipient ID** and **press Enter**

SP070A SP070AO 09/26/2000 T	AUTOMATED STANDARD APPLICA AUTHORIZATION ENTRY	TION FOR PAYMENTS PROMPT	09/26/00 20:13:07
AGENCY I	LOCATION CODE/REGION: 11000001 /	SHORT NAME: US DOE	
EFFECTIV	e date: <mark>09/26/2000</mark>		
RECIPIEN	Г ID: <u>3641614</u>	SHORT NAME: NYDOHS	
GROUP ID	:		
AGENCY H	REFERENCE NUMBER:	_	
F4=M	ENU F5=MAIN		

SP075A SP075AO 09/28/200) T	AUTOMATED STAN AUT	IDARI HORIZ	D APPLICATION FO ZATION ENTRY	R PAYMENTS	09/28/00 14:26:36
AGENCY	LOCATION COL	DE/REGION: 11000001 /		SHO	RT NAME: US D	OE
RECIPIEN	NT ID: 3641614 VE DATE: 00/28/	2000 ACENCY	DEEEL	SHO	ORT NAME: NY	DOHS
AUTHOR	ZATION SEQUE	ENCE NUMBER:	KEFE	TENCE NUMBER		
GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DATE	STA ITM	
	F1R10001	1000000	Ι	09 / 28 / 2000		
]	F1R10002	1000000	Ι	09 / 28 / 2000		
]	F1R10003	1000000	Ι	09 / 28 / 2000		
	F1R10004	<u>1000000</u>	Ι	09 / 28 / 2000		
]	F1R10005	<u>1000000</u>	Ι	09 / 28 / 2000		
			-	//		
			_	//		
			_	//		
ACTION:	P (P=POST, V=	VALIDATE, R=REFRESH, E	=ESCA	APE)		

STEP 4: Enter authorizations and type "P" to post and press Enter.

Result: Message appears "Authorization(s) Posted. Please Verify All Pages Posted Before Exiting". The status for an authorization once it has been entered and posted will be "U" for "uncertified". Also upon posting, the system generates an item number for each authorization. Item Numbers are sequential beginning with "1" within each authorization sequence number.

SP075A SP075AO 09/28/2000 ⁷ AGENCY L RECIPIENT EFFECTIVF AUTHORIZ	AUTOMATED S AUTHOI F OCATION CODE/F ID: 3641614 E DATE: 09/28/2000 ATION SEQUENC	STANDARD APPLICATIO RIZATION ENTRY REGION: 11000001 / SHORT NAME AGENCY REFERI E NUMBER: 09/28/2000 E	N FO SHOF : NYI ENCE 1DJJ(R PAYMENTS 14:37:47 RT NAME: US D DOHS NUMBER:)# 000001 14374	0 OE 73	
GROUP	ACCOUNT ID	AUTHORIZATION AMT	Γ I/D	EFFECT DATE	STA	ITM
	F1R10001	\$1,000,000.00	I	09 / 28 / 2000	U	01
	F1R10002	\$1,000,000.00	Ι	09 / 28 / 2000	U	02
	F1R10003	\$1,000,000.00	Ι	09 / 28 / 2000	U	03
	F1R10004	\$1,000,000.00	Ι	09 / 28 / 2000	U	04
	F1R10005	\$1,000,000.00	Ι	09 / 28 / 2000	U	05
				//		
				/_/		
				//		
				//		
ACTION: _	(P=POST, V=VA	LIDATE, R=REFRESH, E=	ESCA	APE)		
F3=PR 10036 AU	MT F4=MENU F5= THORIZATION	MAIN F (S) POSTED. PLEASE	510 = R VER	O F11=ACCT IFY ALL PAG	ES P	OSTED BEFORE EXITING

STEP 5: To enter another authorization, **Press F3=PRMT** to continue, **Press F4**= Menu to return to the Account Functions Menu.

TO EXIT: Press F5 = Main Menu, then Press F2 = Exit, Click File and Exit.

3.3 Certifying Authorizations

STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.

STEP 2: Select option 3 for Authorization Certification Menu and press Enter.

SP060A SP060AO 09/26/2000 T	AUTOMATED S FEDE	TANDARD APPLICATION FOR PAYMENTS RAL AGENCY FUNCTIONS MENU	09/26/00 20:16:32
	<Þ	ACCOUNT FUNCTIONS MENU	
	\$2>	AUTHORIZATION ENTRY PROMPT	
	<3>	AUTHORIZATION CERTIFICATIO	ON MENU
	≪l>	REVIEW PAYMENT REQUESTS PROMPT	
		ENTER SELECTION N RESS ENTER	IUMBER: <u>3</u>
F2=EXIT	F5=MAIN		

STEP 3: Select option 1 to Certify On-line Authorization Prompt and press Enter.

SP062A SP062AO 09/26/2000 T	AUTOMATED STANDARD APPLIC AUTHORIZATION CERTI	ATION FOR PAYMENTS FICATION MENU	09/26/00 21:53:44
	<1> CERTIFY ON-LINE AUT	HORIZATION PROM	1PT
	<2> CERTIFY BATCH AUTHORIZATIO	ON PROMPT	
		ENTER SELECTION NUMI RESS ENTER	BER: <u>1</u>
F4=MENU F5=	MAIN		

SP081A SP081AO 09/26/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS CERTIFY ON-LINE AUTHORIZATION PROMPT	09/26/00 21:48:10
ENTER:		
AGENCY LOCATION COL	DE/REGION: 11000001 / SHORT NAME: US DOE	
AND EITHER ALL: (Y) <u>Y</u> OR AUTHORIZATION DATE	FROM: TO:	
F4=MENU F5=MAIN		

STEP 4: Type **"Y"** to certify all or enter a **Date Range** and **press Enter**.

STEP 5: Type "**C**" to select one account at a time, then "**P**" to post or "**A**" to certify all and **press Enter**.

SP082A SP082AO 09/28/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/28/00CERTIFY ON-LINE AUTHORIZATION LIST15:19:54				
AGENCY LOCATION COL FROM: TO:	E/REGION: 11000001 / SHORT NAME: US DOE ALL: Y				
SELECT <c> TO CERTIF SEL RECIPIENT ACCOU _ 3641614 F1R1000 _ 3641614 F1R1000 _ 3641614 F1R1000 _ 3641614 F1R1000 _ 3641614 F1R1000</c>	Image: Construction of the state of the				
ACTION: A (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)					

STEP 6: Type **"Y"** to say yes to certify all pages and **press Enter**.

SP082A SP082AO 09/28/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/28/00CERTIFY ON-LINE AUTHORIZATION LIST15:19:54	
AGENCY LOCATION CODI FROM: TO:	REGION: 11000001 / SHORT NAME: US DOE ALL: Y	
SELECT <c> TO CERTIFY SEL RECIPIENT ACCOUN _ 3641614 F1R10001 _ 3641614 F1R10002 _ 3641614 F1R10003 _ 3641614 F1R10004 _ 3641614 F1R10005</c>	<d> TO DELETE; <r> TO REMOVE (ERRORS ONLY) ID AUTHORIZATION AMT I/D EFFCT DATE STA \$1,000,000.00 I 09/28/2000 U \$1,000,000.00 I 09/28/2000 U</r></d>	
CERTIFY AL	$\frac{\mathbf{PAGES}(\mathbf{Y} \text{ OR } \mathbf{N})}{\mathbf{Y}}$	
ACTION: (P=POST, A=CE	TIFY ALL, R=REFRESH, E=ESCAPE)	

Result: A message will appear at the top of the screen "Screen Posted". The status field is updated to an "A" for Approved and "W" for Warehoused, as appropriate. A message will also appear at the bottom of the screen stating "Authorization(s) posted. Please verify all pages posted before exiting".

SP082A SP082AO 09/28/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/28/00CERTIFY ON-LINE AUTHORIZATION LIST15:40:23	
AGENCY LOCATION CODE FROM: TO:	*** SCREEN POSTED *** SCREEN: 1 OF 1 E/REGION: 11000001 / SHORT NAME: US DOE ALL: Y	
SELECT <c> TO CERTIFY; SEL RECIPIENT ACCOUNT 3641614 F1R10001 3641614 F1R10002 3641614 F1R10003 3641614 F1R10004 3641614 F1R10005</c>	; <d> TO DELETE; <r> TO REMOVE (ERRORS ONLY) T ID AUTHORIZATION AMT I/D EFFCT DATE STA \$1,000,000.00 I 09/28/2000 A \$1,000,000.00 I 09/28/2000 A \$1,000,000.00 I 09/28/2000 A \$1,000,000.00 I 10/27/2000 W \$1,000,000.00 I 09/28/2000 A</r></d>	
ACTION: (P=POST, A=CER F3=PRMT F4=MENU F5: I0036 AUTHORIZATIO	TIFY ALL, R=REFRESH, E=ESCAPE) =MAIN N(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXIT	ING.

STEP 7: To certify another authorization, **Press F3=PRMT** to continue, **Press F4**= Menu to return to the Account Functions Menu.

TO EXIT: Press F5 = Main Menu, then **Press F2** = Exit, Click **File** and **Exit**.

SETTING AGENCY REVIEW/ MAXIMUM DRAW AMOUNTS

- **4.0** Maximum Draw is a system review function which Federal Agencies use to establish daily, monthly, quarterly, and/or total draw limits for payment requests.
- STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.
- **STEP 2:** Select **option 1** for **Account Functions Menu** and **press Enter**.



STEP 3: Select **option 4** for **Maximum Draw Amount** and **press Enter**.

SP061A SP061AO 09/22/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/22/00ACCOUNT FUNCTIONS MENU16:03:48
	<> ACCOUNT PROFILE ENTRY
	<>> ACCOUNT DETAIL ENTRY
	3> DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS
	<4> MAXIMUM DRAW AMOUNT PROMPT
	S AGENCY REVIEW CRITERIA PROMPT
	ENTER SELECTION NUMBER: <mark>4</mark> PRESS ENTER
	F4=MENU F5=MAIN

Maximum Draw Limits

STEP 4: Enter a Recipient ID to get an account list to select from, or press enter to get a Recipient ID list to select from. **Press Enter** for Recipient ID list.

SP085A AUTOMAT SP085AO 09/26/2000 T	ED STANDARD APPLICATION FOR MAXIMUM DRAW AMOUNT PROM	PAYMENTS IPT	09/26/00 13:25:57
AGENCY LOCATION CODE/REGION: RECIPIENT ID: ACCOUNT ID:	11000001 /	SHORT NAME: U SHORT NAME:	JS DOE
F4=MENU F5=MAIN			

STEP 5: Type an **"S"** in the **SEL** (Select) column next to the recipient for which you wish to set a maximum draw amount and **press Enter.**

SP086A SP086AO 09/26/2000 T	AUTOM	IATED STANDARD AI MAXIMUM DRAW AI	PPLICATION FOR PAYMENTS MOUNT RECIPIENT ID LIST	09/26/00 13:18:33
AGENCY LOCATION	N CODE/REGION: 11	000001 /	PA SHORT NAME: US DOE	GE 4 OF 6
<s> TO SELECT ON</s>	VLY ONE RECIPIENT	TAT A TIME		
SEL RECIPIENT I	D SHORT NAME	SEL RECIPIENT ID	SHORT NAME	
- 3567823 - 3568328 - 3570302 - 3581618 - 3587725 S 3641614	ACLWIC NMCYFD SAN FELIPE ENIPC NE-DAS NYDOHS	_ 3720028 _ 4156167 _ 4167180 _ 4193782 _ 4206407 _ 4208157	NCESC ODE OR VRD OHD DEB KATHY	
_ 3641621 _ 3670499 _ 3706335 _ 3707470	HHS NYSDOL DOE - NC POP	_ 4243643 _ 4250377 _ 4265723 _ 4268344	JACK DEO - PA KIRK KIRK	
F3=PRMT F4=MI	ENU F5=MAIN F	F7=PGUP F8=PGDN		

STEP 6: Type "A" in the SEL field next to the Account ID's and Frequencies against which you wish to place Maximum Draw Amounts. Complete the amount column. Type "P" in the Action field and press Enter to post the account details.

SP087A SP087AO 09/26/2000 T	AUTOMATED STANDARD A MAXIMUM DR	APPLICATION FOR PAYMENTS AW AMOUNT ENTRY	09/26/00 13:50:59 PG 1 OF 1
AGENCY LOCATION CODE/ RECIPIENT ID: 3641614 SELECT: <a> ADD SEL ACCOUNT ID F1R10001	REGION: 11000001 / <c> CHANGE <d> DELETE STATUS FREQUENCY O DAILY MONTHLY QUARTERLY TOTAL</d></c>	SHORT NAME: US D SHORT NAME: NYI AMOUNT 	OE DOHS
A FIRI0002	MONTHLY	<u>100000</u>	
A A _ F1R10003 - -	QUARTERLY TOTAL O DAILY MONTHLY QUARTERLY TOTAL	<u>150000</u>	
ACTION: \mathbf{P} (P=POST, E=ES	SCAPE, R=REFRESH)		

Result: A message will appear "All Modifications Successfully Posted".

SP087A SP087AO 09/26/2000 T	AUTOMATED STANDAR MAXIMUM DRAY	D APPLICATION FOR PAY W AMOUNT ENTRY	MENTS 09/26/00 13:58:42 PG 1 OF 1
AGENCY LOCATION CODE/RE RECIPIENT ID: 3641614	GION: 11000001/	SH S	HORT NAME: US DOE SHORT NAME: NYDOHS
SELECT: <a>	ADD <c> CHANGE <d></d></c>	DELETE	
SEL ACCOUNT ID	TATUS FREQUENCY	AMOUNT	
CONTROL ACCOUNT	O DAILY	\$50,000.00	
_	MONTHLY	\$100,000.00	
_	QUARTERLY	\$150,000.00	
	TOTAL	\$200,000.00	
_ F1R10001	O DAILY		
_	MONTHLY		
_	QUARTERLY		
_	TOTAL		_
	DAILY		
	MONTHLY		
	QUARTERLY		
	TOTAL		
ACTION: _ (P=POST, E=ESCAPI	E, R=REFRESH)		
F3=PRMT F4=MENU F5=MA	AIN	F11=LIST	
I0134 ALL MODIFICA	TIONS SUCCESSF	ULLY POSTED	

STEP 7: Press F3=PRMT to continue, **Press F4**= Menu to return to the Account Functions Menu.

TO EXIT: Press F5 = Main Menu, then Press F2 = Exit, Click File and Exit.

- **4.1** Agency Review allows Agencies to determine and establish a draw threshold. Payment requests that meet or exceed that threshold are held for review by the Agency. A threshold cannot be negative but it may be zero. If the threshold is zero, all payment requests are subject to review.
 - ****NOTE **** The Federal Agency should notify the affected Payment Requestors and Recipient Organizations prior to setting a threshold for Agency Review.
- STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.
- **STEP 2:** Select **option 1** for **Account Functions Menu** and **press Enter**.

SP060A SP060AO 09/22/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/22/00FEDERAL AGENCY FUNCTIONS MENU15:58:24
	<1> ACCOUNT FUNCTIONS MENU
	<2> AUTHORIZATION ENTRY PROMPT
	3> AUTHORIZATION CERTIFICATION MENU
	⊲> REVIEW PAYMENT REQUESTS PROMPT
	ENTER SELECTION NUMBER: <u>1</u> RESS ENTER
F2=EXIT I0118 YOUR OR	F5=MAIN GANIZATION HAS UNREAD NOTIFICATION MESSAGES

STEP 3: Select option 5 for Agency Review Criteria Prompt and press Enter.

SP061A SP061AO 09/22/2000 T

AUTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT FUNCTIONS MENU 16:03:48 <b ACCOUNT PROFILE ENTRY <2> ACCOUNT DETAIL ENTRY

⇒ DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

<4> MAXIMUM DRAW AMOUNT PROMPT

<5> AGENCY REVIEW CRITERIA PROMPT

ENTER SELECTION NUMBER: 5

PRESS ENTER

F4=MENU F5=MAIN

To establish **Agency Review Criteria** you can select **"F"** Federal Agency, **"R"** Recipient Organizations, or **"A"** Account ID(s):

F= Federal Agency Level

* If Review is set at this level, this is the threshold for each account for each Recipient with whom the Agency has accounts.

<u>R= Recipient Level</u>

- * Selecting Level "R" *without* a specific Recipient ID will produce a list of all Recipients. On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENTS ID (s) screen, the Agency can "A" add, "C" change, or "D" Delete threshold dollar amounts for any of the Recipient ID(s) listed.
- * Selecting Level "R" *with* a specific Recipient ID will produce only the specified Recipient ID.

A= Account Level

- * Selecting Level "A" *without* a specific Recipient ID or Account ID will produce a list of all Recipients.
- * Selecting Level "A" *with* a specific Recipient ID but *without* a specific Account ID will produce a list of all Accounts for the specified Recipient ID.
- * Selecting Level "A" *with* a specific Recipient ID and Account ID will produce only the specified Recipient ID and Account ID.

STEP 4: Type "A" in the Select Level field, type Recipient ID, Account ID and press Enter.

Agency Review Criteria

SP050A AUTOMATED STANDARD APPLICATION FOR PAYMENTS 09/26/00 SP050AO AGENCY REVIEW CRITERIA PROMPT 15:14:15 09/26/2000 T SELECT LEVEL: A (F=FEDERAL AGENCY R=RECIPIENT ORGANIZATION(S) A=ACCOUNT ID(S)) AGENCY LOCATION CODE/REGION: 11000001 / _____ SHORT NAME: US DOE AND/OR RECIPIENT ID: <u>3641614</u> SHORT NAME: AND/OR ACCOUNT ID: F1R10003 F4=MENU F5=MAIN **STEP 5:** Type "**A**" in the **SEL** field next to the Account ID against which you wish to set a threshold for Agency Review. Enter an amount in the threshold column. Type "**P**" in the **Action** field and **press Enter** to post the action.

SP054A SP054AO 09/26/2000 T	AUTOMATED STANI AGENCY REVIEW CI	DARD APPLICATION FOR PAYMENTS RITERIA FOR SPECIFIC ACCOUNT ID(S)	09/26/00 16:00:47
AGENCY LOCATION CODE RECIPIENT ID: 3641614 SELECT: <a> A	/REGION: 11000001 / DD <c> CHANGE <d></d></c>	P. SHORT NAME: US DOE SHORT NAME: DELETE	AGE 1 OF 1
SEL ACCOUNT ID ST	ATUS THRESH	IOLD	
<u>A</u> F1R10003	o <u>5000</u>		
ACTION: P (P=POST, E=E	SCAPE, R=REFRESH)		

STEP 6: You are prompted **"Are You Sure"** before the Agency Review parameters are posted. Type **"Y"** to confirm.

SP054A SP054AO 09/26/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)	09/ 16:	26/00 :08:07	
AGENCY LOCATION CO RECIPIENT ID: 3641614	DDE/REGION: 11000001 / SHORT NAME: US DOE SHORT NAME:	PAGE	1 OF	1
SELECT: <a> ADD <	<c> CHANGE <d> DELETE</d></c>			
SEL ACCOUNT ID A F1R10003	STATUS THRESHOLD O \$5,000.00			
ALL PAGES W ACTION: P (P=POST, E	YILL BE POSTED-ARE YOU SURE? (Y/N) Y E=ESCAPE, R=REFRESH) Y			
I0123 PLEASE ENTER Y	Y (YES) OR N (NO).			

Result: A Message appears "Agency Review Criteria Posted. Does Not Apply To 1031 Request".

The ASAP system will immediately generate a Notification Message to the affected Payment Requestor and Recipient Organization.

SP054A SP054AO 09/26/2000 T	AUTOMATED STANDARD APPI AGENCY REVIEW CRITERIA F	LICATION FOR PAYMENTS OR SPECIFIC ACCOUNT ID(S)	09/26/0 16:16:)0 08
	*** SCREEN POS	TED ***	PAGE	1 OF
1 AGENCY LOCATION CODE/RI RECIPIENT ID: 3641614	EGION: 11000001 / SH	HORT NAME: US DOE SHORT NAME:		
SELECT: <a> A	DD <c> CHANGE <d> DELETE</d></c>			
SEL ACCOUNT ID STAT A F1R10003 O	US THRESHOLD \$5,000.00			
ACTION: _ (P=POST, E=ESCA F3=PRMT F4=MENU F5=M I0138 AGENCY REVIEW	APE, R=REFRESH) AIN V CRITERIA POSTED. DOE	ES NOT APPLY TO 1031 R	EQUE	STS.

- **STEP 7: Press F3=PRMT** to continue, **Press F4**= Menu to return to the Account Functions Menu.
- **TO EXIT: Press F5** = Main Menu, then **Press F2** = Exit, Click **File** and **Exit**.

PAYMENT REQUEST REVIEW

- **5.0** To **Review Payment Requests**, after you receive a message advising that payments are waiting for review.
- STEP 1: From the Main Menu select option 3 for Federal Agency Functions and press Enter.
- **STEP 2:** Select **option 4** for **Review Payment Requests Prompt** and **press Enter.**

SP060A SP060AO 09/22/2000 T	AUTO!	MATED STANDARD APPLICATION FOR PAYMENTS 09/22/00 FEDERAL AGENCY FUNCTIONS MENU 15:58:24
		<>> ACCOUNT FUNCTIONS MENU
		2> AUTHORIZATION ENTRY PROMPT
		S AUTHORIZATION CERTIFICATION MENU
		<4> REVIEW PAYMENT REQUESTS PROMPT
E2-EVIT	E5-MAIN	ENTER SELECTION NUMBER: <u>4</u> RESS ENTER
F2=EXII	F5=MAIN	

STEP 3: Type **"Y"** to select ALL the payments that are waiting for review.

SP090A SP090AO 09/29/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS REVIEW PAYMENT REQUESTS PROMPT	09/29/00 16:16:01
AGENCY LOCA	TION CODE/REGION: 11000001 / SHORT NAME: US DOE	
ALL: <u>Y</u> (Y	Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)	
OR REQUEST DATE	E FROM:// TO:/ (MM/DD/CCYY)	
F4=MENU I	F5=MAIN	

STEP 4: Type **"S"** in the **SEL** field next to the request you want to review and **press Enter.**

SP091A SP091AO 09/29/2000 T	AUTON	MATED STANDA REVIEW PAYN	RD APPLICATION FOR PAYMENTS MENT REQUESTS LIST	09/29/00 16:27:57 PG 3 OF 3
AGENCY LOCATION CODE ALL: Y REQUEST DATE F	E/REGION FROM:	N: 11000001 / S TO	SHORT NAME: US DOE	
SELECT: <s> SELECT DE</s>	TAIL <a DAYS (APPROVE <r>)N REOUESTE</r>	REJECT D DEL REO SETTLE	
SEL RO ID SHORT NAME	REVIEW	AMOUNT	METH DATE STATUS	
_3568328 NMCYFD	35	\$10,000.00	A 08/28/2000 PENDING	
_3568328 NMCYFD	31	\$250,000.00	A 08/30/2000 PENDING	
_0193533 DEO - AL	16	\$11,000.00	A 09/18/2000 PENDING	
_ 3706335 DOE - NC	16	\$11,000.00	A 09/14/2000 PENDING	
_2324952 INDTWP	14	\$125,000.00	A 09/18/2000 PENDING	
_3568328 NMCYFD	3	\$10,000.00	A 09/27/2000 PENDING	
S 3641614 NYDOHS	0	\$10,000.00	A 10/02/2000 PENDING	
_3641614 NYDOHS	0	\$55,000.00	A 10/02/2000 PENDING	
ACTION: (P=POST, E=ES	CAPE, R	=REFRESH, A=Al	PPROVE ALL)	
F7=P	GUP			

STEP 5: Review the selected payment and type "A" to **Approve** or "R" to **Reject** and "P" to **post** and **press Enter.**

SP092A SP092AO 09/29/2000 T	A AUTOMATED STANDARD APPLICATION FOR PAYMENTS AO REVIEW PAYMENT REQUESTS DETAIL 2000 T					
AGENCY LOCATI	ON CODE/REGION	: 11000001 /	SHORT NAME: 1	US DOE		
REQUESTED SET	TLEMENT DATE: 1	0/02/2000				
ASAP SEQUENCE	E NUMBER: 2000-09	-29 E1DJJ0# 000003				
	TOTAL AMOUNT R	EQUESTED: \$10,000.0	00			
SELECT: <a> TO	J APPROVE < R > R					
S ROID ACCOU	NI ID/DETAIL	AMOUNT REQUESTED	AVAILABLE BALANCE	51A		
<u>A</u> 3641614	F1R10003	10,000.00	990,000.00	А		
ACTION: <u>P</u>	P=POST, E=ESCAP	E, R=REFRESH, A=APPROV	VE ALL)			

Result: A message will appear "Payment Under Review Update Request Posted - See Status for Results". **Press F11= LIST.**

SP092A AUTOMAT SP092AO 09/29/2000 T AGENCY LOCATION CODE/REGION: 1 REQUESTED SETTLEMENT DATE: 10/0 ASAP SEQUENCE NUMBER: 2000-09-29 TOTAL AMOUNT REQ SELECT: <a> TO APPROVE <r> REJI</r>	ED STANDARD APPLICAT REVIEW PAYMENT REQUE FG 1 000001 / SHORT NAME: 2/2000 E1DJJ0# 000003 UESTED: \$10,000.00 ECT	ION FOR PAYMENT ESTS DETAIL OF 1 US DOE	S 09/29/00 16:41:10
S ROID ACCOUNTID/DETAIL	AMOUNT REQUESTED AV.	AILABLE BALANCE	2 STA
A 3641614 F1R10003	10,000.00	990,000.00	А
ACTION: (P=POST. E=ESCAPE, R=REF	RESH. A=APPROVE ALL)		
F3-PRMT F4-MENII F5-MAIN	F11=L1	ST	
IN120 PAVMENT LINDER DEVI	FW LIPDATE REALIES	ST POSTED - SE	F STATUS FOR
DECIUTO	EW UIDAIE REQUE	51 1 051ED - 5E	E STATUS FOR
KESUL IS			

STEP 6: Verify the items on the Review Payment Request List to confirm the status has been updated.

SP091AAUTOMATED STANDARD APPLICATION FOR PAYMENTS09/29/00SP091AOREVIEW PAYMENT REQUESTS LIST16:51:3009/29/2000 TPG3 OF3AGENCY LOCATION CODE/REGION: 11000001 /SHORT NAME: US DOE3ALL: YREQUEST DATE FROM:TO5						
SELECT: <s> SELECT D</s>	ETAIL </td <td>A> APPROVE <r> ON REQUESTEI</r></td> <td>REJECT D DEL REQ SETTLE</td>	A> APPROVE <r> ON REQUESTEI</r>	REJECT D DEL REQ SETTLE			
SEL RO ID SHORT NAME	E REVIEV	W AMOUNT	METH DATE STATUS			
_3568328 NMCYFD	35	\$10,000.00	A 08/28/2000 PENDING			
_3568328 NMCYFD	31	\$250,000.00	A 08/30/2000 PENDING			
_0193533 DEO - AL	16	\$11,000.00	A 09/18/2000 PENDING			
_ 3706335 DOE - NC	16	\$11,000.00	A 09/14/2000 PENDING			
_2324952 INDTWP	14	\$125,000.00	A 09/18/2000 PENDING			
_3568328 NMCYFD	3	\$10,000.00	A 09/27/2000 PENDING			
_3641614 NYDOHS	0	\$10,000.00	A 10/02/2000 APPROVED			
	0	\$55,000.00	A 10/02/2000 REJECTED			
ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL) F7=PGUP						

STEP 7: Tab to the Action field and type "E" to Escape (will display your F3, F4 and F5 keys). Press F3=PRMT to continue, Press F4= Menu to return to the Federal Agency Functions Menu.

TO EXIT: Press F5 = Main Menu, then **Press F2** = Exit, Click **File** and **Exit**.

INQUIRY

- **6.0.** The ASAP Inquiry function allows you to view transaction level, account level, or organization level information, as well as other reference information.
- **6.1.** The Payment Request Status Inquiry allows the user to verify a posted payment request and obtain a trace number to track payments.
- STEP 1: From the Main Menu, select option 2 for Inquiry menu, and press Enter.

SP010A SP010AO 09/29/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS 09/29/00 MAIN MENU 20:14:16	
	<1> PAYMENT REQUEST PROCESSING	
	<2> INQUIRY MENU	
	<pre><3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS</pre>	
	ASAP ID	
ORGANIZATION A	CCESS CODE ENTER SELECTION NUMBER: 2	
E 2- EXTT	PRESS ENTER	
FZ=EATI		

STEP 2: On the Inquiry menu, select option 1 for Payment Request Status Inquiry Prompt and press Enter.

SP100A SP100AO 09/29/2000 T		AUTOMATED STANDARD APPLICATION FOR PAYMENTS 09/29/00 INQUIRY MENU 11:35:08
		< 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 < 10> ALC INQUIRY < 11> RETURNED PAYMENT INQUIRY PROMPT < 12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT < 13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT < 4> SUPER USER INOUIRY
	F2=EXIT	ENTER SELECTION NUMBER: 1 PRESS ENTER F5=MAIN

STEP 3: The **date range** (up to 93 calender days) is the only required field on this screen. Fill in the prompt and **press Enter**.

SP105A SP105AO 09/29/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS PAYMENT REQUEST STATUS INQUIRY PROMPT	09/29/00 09:05:20
ENTER:		
REQUESTOR ID: 3650053 RECIPIENT ID: 0641614 AGENCY LOCATION CODE/R	EGION: 11000001 / SHORT NAME: US DOE	
ACCOUNT ID: REQUESTOR REFERENCE NU	MBER:	
REQUEST STATUS: _(A=APP W=V	ROVED, C=CANCELED, H=HELD, R=REJECTED, /AREHOUSED, OR LEAVE BLANK FOR ALL)	
REQUEST DATE (MM/DD/CC)	(Y) FROM: 09 / 01 / 2000 TO: 09 / 29 / 2000	
F4=MENU F5=MAIN		

STEP 4: Type **"S"** in the **SEL** field next to the payment transaction for which you want to see detailed information (example below) and **press Enter**.

SP110A SP110AO 09/29/2000 7	Г		AUTC F	MATED STAND PAYMENT REQU	ARD APPLICATION JEST STATUS SUMN	FOR P 1ARY I	AYMENTS INQUIRY	09/29/00 09:10:07
REQUESTO RECIPIENT	R ID: 36 ID: 364	550053 1614					SHORT NA SHORT NA	ME: NYCO ME: NYDOHS
AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: U ACCOUNT ID: REQUESTOR REF NUM: REQUEST STATUS: REQUEST DATE FROM: 09/01/2000 TO: 09/29/2000					4E: US DOE			
SEL ALC/R	EGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA	
<u> </u>	00001/	3641614	09/29/2000	10/02/2000	\$55,000.00	001	Н	
_ 110	00001/	3641614	09/29/2000	10/02/2000	\$10,000.00	001	А	
_ 110	00001/	3641614	09/29/2000	10/02/2000	\$10,000.00	001	Н	
F3=PRMT F4=MENU F5=MAIN F9=ALC F10=R0 F11=ACCT								

Result: The Payment Request Detail Transaction Inquiry screen appears. The **Request Status** field shows 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

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					
SP111AO	PAYMENT REQUES	F DETAIL TRANSACTIO	N INQUIRY	09:14:15		
09/29/2000 T						
AGENCY LOCATION CODE/R	EGION: 11000001 /		SHORT NAM	E: US DOE		
RECIPIENT ID: 3641614			SHORT NAM	ME: NYDOHS		
REQUESTOR ID: 3650053			SHORT NAM	ME: NYCO		
ACCOUNT ID: F1R10003	ACTU	JAL SETTLEMENT DATE	E: 10/02/2000			
REQUEST DATE: 09/29/2000	I	REQUESTOR REF NUM:				
REQUEST TIME: 08:29:100		REQUEST AMT:	\$55,000.00			
FUNDS IMAD:						
ACH CYCLE DATE:	ACH CYCLE:	ACH BATCH NUMBER	R:			
ACH TRACE NUMBER:						
DFI ABA NUMBER: 075000022	BAN	K ACCOUNT NUMBER:	4444			
DFI SHORT NAME:						
FURTHER CREDIT ABA:	FU	RTHER CREDIT SHORT	NAME:			
ASAP SEQUENCE NUMBER: 09/29/2000 E1DJJ0# 000001 000001						
REQUEST STATUS: <u>AWAI</u> USER ID OF REQUEST INITIA	FING FPA APPROV A TOR: E1DJJ0#	<u>NL</u>				
F3=PRMT F4=MENU F5=N	IAIN	F8=PGDN		F11=LIST		

TO EXIT: Press F5=Main Menu, then **Press F2**=Exit.

6.2 The Account Balance Inquiry provides a view of the cumulative authorizations, cumulative draws/returned payments/book entry adjustment (RP/BE) and the current available balances for your ASAP accounts.

STEP 1: On the Inquiry Menu, select **option 2** for the **Account Balance Inquiry Prompt** and **press Enter**.

SP100A SP100AO 09/29/2000 T		AUTOMATED STANDARD APPLICATION FOR INQUIRY MENU	PAYMENTS 09/29/00 11:35:08
		 < 1> PAYMENT REQUEST STATUS INQU < 2> ACCOUNT BALANCE INQU < 3> ACCOUNT STATEMENT INQUIRY P. < 4> AUTHORIZATION TRANSACTION IN < 5> ACCOUNT PROFILE INQUIRY < 6> FEDERAL PROGRAM AGENCY INQU < 7> PAYMENT REQUESTOR INQUIRY < 8> RECIPIENT ORGANIZATION INQUIR < 9> CFDA INQUIRY < 10> ALC INQUIRY < 10> ALC INQUIRY < 11> RETURNED PAYMENT INQUIRY PF < 12> BOOK ENTRY ADJUSTMENT INQUI < 13> INTERSTATE AUTHORIZATION TR. < 44> SUPER USER INQUIRY 	IRY PROMPT IRY PROMPT ROMPT NQUIRY PROMPT JIRY RY ROMPT IRY PROMPT ANSFER INQUIRY PROMPT
			ENTER SELECTION NUMBER: $\underline{2}$
	E2_EVIT	ES-MAINI	PRESS ENTER
	F2-EAH		

STEP 2: Fill in the prompt screen and **press Enter**.

SP115A SP115AO 09/29/2000 T	AUTOMATED STANDARD ACCOUNT BALA	APPLICATION FOR PAYMENTS NCE INQUIRY PROMPT	09/29/00 09:34:03
REQUESTOR ID:		SHORT NAME:	
ENTER:			
AGENCY LOCATION CODE/	REGION: 11000001 /	SHORT NAME: US DOE	
RECIPIENT ID: <u>3641614</u>		SHORT NAME:	
ACCOUNT ID:			
AS OF:// (MM/DI	D/CCYY)		
F4=MENU F5=MAIN	Ţ		

Result: The Account Balance Inquiry Screen will appear showing all account balances for criteria specified on the prompt screen. You can press F10=RO to go back to your prompt screen if you would like to inquire on another recipient organization.

SP120A SP120AO 09/29/2000 T	AAUTOMATED STANDARD APPLICATION FOR PAYMENTSAOACCOUNT BALANCE INQUIRY DETAIL2000 TACCOUNT BALANCE INQUIRY DETAIL			
AGENCY LOCATIO RECIPIENT ID: 364	N CODE/REGION: 11000 1614	001 /	SHORT NAME: US DOE SHORT NAME: NYDOHS	
	CUMULATIVE	CUMULATIVE	CURRENT	
ACCOUNT ID	AUTHORIZATIONS	DRAWS/RP/BE	AVAIL BAL	
F1R10001	\$1,000,000.00	\$0.00	\$1,000,000.00	
F1R10002	\$1,000,000.00	-\$10,000.00	\$990,000.00	
F1R10003	\$1,000,000.00	\$0.00	\$1,000,000.00	
F1R10004	\$1,000,000.00	\$0.00	\$1,000,000.00	
F1R10005	\$1,000,000.00	\$0.00	\$1,000,000.00	
TOTALS	\$5,000,000.00	-\$10,000.00	\$4,990,000.00	
F3=PRMT F4=N	IENU F5=MAIN	F9=ALC F10=R	RO	

TO EXIT: Press F5=Main Menu, then Press F2=Exit.

- **6.3** The Account Statement Inquiry presents the beginning balance, ending balance and transactions that affected the account's available balance for a specified period.
- **STEP 1:** On the **Inquiry Menu**, select **option 3** for the **Account Statement Inquiry Prompt** and **press Enter**.

SP100A SP100AO 09/29/2000 T	AU	JTOMATED STANDARD APPLICATION FOR F INQUIRY MENU	PAYMENTS 09/29/00 11:35:08
		 < 1> PAYMENT REQUEST STATUS INQUIL < 2> ACCOUNT BALANCE INQUIRY PROM < 3> ACCOUNT STATEMENT IN(< 4 AUTHORIZATION TRANSACTION IN(< 5 ACCOUNT PROFILE INQUIRY < 6 FEDERAL PROGRAM AGENCY INQU < 7 PAYMENT REQUESTOR INQUIRY < 8 RECIPIENT ORGANIZATION INQUIRY < 8 RECIPIENT ORGANIZATION INQUIRY < 9 CFDA INQUIRY < 10> ALC INQUIRY < 11> RETURNED PAYMENT INQUIRY PRO < 12> BOOK ENTRY ADJUSTMENT INQUIRY < 13> INTERSTATE AUTHORIZATION TRA < 4> SUPER USER INQUIRY 	RY PROMPT APT JUIRY PROMPT QUIRY PROMPT IRY Y OMPT RY PROMPT NSFER INQUIRY PROMPT ENTER SELECTION NUMBER: 3 PRESS ENTER
F2	=EXIT	F5=MAIN	

STEP 2: Fill in the prompt screen and **press Enter**.

SP125A SP125AO 09/29/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS ACCOUNT STATEMENT INQUIRY PROMPT	09/29/00 09:56:47
ENTER:		
ACCOUNT ID: F	<u>1R10002</u>	
ACCOUNT DETAI	L ID:	
AND AGENCY LOCA	ATION CODE/REGION: 11000001 / SHORT NAME: US DOE = <u>3641614</u> SHORT NAME: NYDOHS	
and from <u>09/0</u>	<u>1/2000</u> то <u>09/29/2000</u>	
F4=MENU F5=1	MAIN	

Result: The Account Statement Inquiry Screen will appear showing all account transactions affecting the available balance for the account you specified on the prompt screen. Transactions are shown in ascending order by applied date.

SP130A AUTO SP130AO	MATED STANDARD ACCOUNT STAT	O APPLICATION FO EMENT INQUIRY	OR PAYMENTS	09/29/00 10:03:55
AGENCY LOCATION CODE/REGION RECIPIENT ID: 3641614	J: 11000001 /	TO 00/20/2000	SHORT NAME: US SHORT NAME: N	DOE YDOHS
ACCOUNT ID: FIR10002 ACCOUNT DETAIL: BEGINNING DATE:	FROM: 09/01/2000	10 09/29/2000		
09/01/2000 BEGINNINC APPL. DATE EFF. DATE TYPE 09/28/2000 09/28/2000 AU	G BALANCE: INCREASES \$1,000,000.00	\$.00 DECREASES		
09/29/2000 10/02/2000 PY		\$10,000.00		
ENDING DATE: 09/29/2000 E F3=PRMT F4=MENU F5=MAIN	CNDING BALANCE:	\$990,000.00 F11=ACCT		

TO EXIT: Press F5=Main Menu, then Press F2=Exit.

6.4 The Authorization Transaction Inquiry allows you to inquire on the authorizations amounts established on accounts in ASAP by the Federal Agency.

STEP 1: On the **Inquiry Menu**, select **option 4** for the **Authorization Transaction Inquiry Prompt** and **press Enter**.

SP100A SP100AO 09/29/2000 T	А	UTOMATED STANDARD APPLICATION FOR PAYMENTS INQUIRY MENU	09/29/00 11:35:08
		 <1> PAYMENT REQUEST STATUS INQUIRY PROMPT <2> ACCOUNT BALANCE INQUIRY PROMPT <3> ACCOUNT STATEMENT INQUIRY PROMPT <4> AUTHORIZATION TRANSACTION INC 	QUIRY 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 INQU < 44> SUPER USER INQUIRY 	IRY PROMPT CTION NUMBER: 4
		PRESS ENTE	R
	F2=EXIT	F5=MAIN	

STEP 2: Fill in the prompt screen, type in the **date range** and **press Enter**.

SP135A SP135AO 09/29/2000 T	AUTOMATED STANDARD APP AUTHORIZATION TRANSA	PLICATION FOR PAYMENTS ACTION INQUIRY PROMPT	09/29/00 10:59:48
ENTER:			
AGENCY LOCATION C RECIPIENT ID: ACCOUNT ID: GROUP ID: AGENCY REFERENCE AUTHORIZATION DAT	CODE/REGION: 11000001 /	SHORT NAME: SHORT NAME: TO: <u>09 / 29 / 2000</u>	US DOE
F4=MENU F5=	MAIN		

SP140A SP140AO 09/29/2000 T AGENCY LOC RECIPIENT IE AGENCY REF AUTHORIZAT	A CATION CODE/REG D: 3641614 FERENCE NUMBE FION DATE FROM	UTOMA AUTHO GION: 11 R: : 09/01/2	TED STANDARD A DRIZATION TRANS 1000001 / 2000 TO: 09/29/2004	APPLIC ACTIC	CATION FOR I ON SUMMAR SHORT N SHORT N	PAYMENTS Y INQUIRY IAME: US DOE NAME: DEO - 4	09/29/00 11:19:32
S CPOUR	ACCOUNT ID			ז תו	FEECT DTE	ST 4	
S	E1P10001	¢	10,000,00	T	09/12/2000	A	
0	I IKI0001	φ	10,000.00	1	09/12/2000	A	
_	F1R10002	\$	1,000.00	D	09/12/2000	А	
_	F1R10003	\$	3,000.00	Ι	09/12/2000	А	
_	F1R10004	\$	2,000.00	D	09/12/2000	А	
_	F1R10005	\$	5,000.00	Ι	09/12/2000	А	
F3=PRMT	F4=MENU F5=MA	IN	F8=PGDN F9=.	ALC F	510=RO		

STEP 3: Type **"S"** in the field next to the authorization to receive a more detail screen.

Result: The **Authorization Transaction Detail Inquiry** screen appears. This screen will allow you to verify who initiated and certified an authorization.

SP141A SP141AO 09/29/2000 T	AUTOMATED STANDARD APPLICATI AUTHORIZATION TRANSACTIO	ON FOR PAYMENTS 09/29/00 ON DETAIL INQUIRY 11:30:43		
AGENCY LOCATION RECIPIENT ID: 01935 ACCOUNT ID: F1R10 GROUP ID: AGENCY REFERENC	CODE/REGION: 11000001 / 533 0001 E NUMBER:	SHORT NAME: US DOE SHORT NAME: DEO - AL		
AUTHORIZATION AMOUNT: \$ 10,000.00 INCREASE/DECREASE IND: I EFFECTIVE DT: 09/12/2000 APPLIED DT: 09/12/2000 CERTIFY DT: 09/12/2000 AUTHORIZATION SEQUENCE NUMBER: 09/12/2000 E1KFG0# 000003 000001 09:37:24				
AUTHORIZATION ST REJECT REASON:	ATUS: A			
INITIATOR: E1KFG0	# CERTIFIER: E1DJJ0#			
F3=PRMT F4=ME	NU F5=MAIN F11=	LIST		

TO EXIT: Press F5=Main Menu, then Press F2=Exit.

ASAP REPORTS

- **7.0 ASAP Reports.** There are user-initiated reports that you can request on-line in ASAP. These reports will be delivered to you within 24 hours after the request is submitted.
- **7.1** The **Summary of Deposit Tickets and Debit Voucher Report** reflects the total amount of payments made by ASAP for an ALC. The sum of the totals for all the Regions will be the figure on the Debit Voucher Report. The figures at the ALC level should be reported on the agency's SF-224, Statement of Transactions.
- STEP 1: On the Main Menu, select option 6 for Report Request Processing and press Enter.

SP010A SP010AO 09/29/2000 T	AUTOMATED STANDAR MAI	ED APPLICATION FOR PAYMENTS N MENU	09/29/00 20:14:16
	<1> PAYMENT RE	QUEST PROCESSING	
	<2> INQUIRY MEN	ĨŬ	
	<3> FEDERAL AGE	NCY FUNCTIONS MENU	
	4> RFC FUNCTION	NS MENU	
	<5> FRB SUPPORT	PROCESSING	
	<6> REPORT]	REQUEST MENU	
	<7> NOTIFICATION	١S	
	ASAP ID		
ORGANIZATION	ACCESS CODE	ENTER SELECTION	NUMBER: <u>6</u>
F2=EXIT			

STEP 2: Select option 4 for Debit Vouchers/Deposit Tickets Summary Report and press Enter.

SP525A SP525AO 09/26/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS09/26/00REPORT REQUEST MENU20:48:21
	<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: 4
F2=EXIT	F5=MAIN

SP517A SP517AO 09/26/00 P	AUTOMATED STANDARD APPLICATION FOR PAYMENTS DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT	09/26/00 10:15:12
ENTER: AGENCY LOCATI	on code: <u>11000001/</u> name:	
REPORT DATE FROM	: 09 / 26 / 2000 TO: 09 / 26 /2000	
FAX OR BULKDATA:	F (F OR B) FAX NUMBER: (215) 516 - 8263	
F4=MENU F5=MAI	N	

STEP 3: Enter the required information to request the report.

Result: This is an example of the report that was requested:

RUN DATE: 09/26/2000 AUTOMATED STANDARD APPLICATION FOR PAYMENTS RUN TIME: HH:MM:SS DE BIT VOUCHER REPORT F OR CYCLE DATE 09/20/2000			PR OGRAM: SPPQ909N P AGE: 1	
STANDARD FORM 5515	D E	BIT VOUCHER		DEPARTMENT OF THE TREASURY F INANCIAL MANAGEMENT SERVICE
VOUCHER NUMBER 003501	DATE OF DEBIT 09/26/2000	AGENCY LOCATION CODE 11000001	AMOUNT \$ 50,000.00	,
DEPARTMENT OR AGENCY AND US MONEY1 123 MAIN STREET ANYWHERE, USA 15926	D ADDRESS: NAME A AMOUN' FEDERA RICHMC AUTHORI BUSINESS	AND ADDRESS OF DEPOSITARY T HAS BEEN DEBITED TO THE AL RESERVE BANK OF RICHMOI DND VIRGINIA 23261 IZED BY FRB ASAP CENTRAL S ADMINISTRATION FUNCTION	ND	IT IS CERTIFIED THAT THE ABOVE ACCOUNT OF THE TREASURY ON THE DATE SHOWN.
	*****	E ND OF REPORT************	***	

7.2 The Cash Management Report provides information on the beginning balance for up to 367 calendar days, draws, adjustments and authorizations during the period, ending balance and average number of days between draws.

STEP 1: On the Main Menu, select **option 6** for **Report Request Menu** and **press Enter**.

SP010A SP010AO 09/26/2000 T	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU	09/26/00 20:25:40
	<pre><1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING</pre>	
	<6> REPORT REQUEST MENU	
	<7> NOTIFICATIONS	
	2520 ID	
ORGANIZATION A	CCESS CODE ENTER SELECTION NUMBER	: 6
	PRESS ENTER	· <u> </u>
F2=EXIT		

STEP 2: Choose option 5 for Cash Management Reports and press Enter.

SP525A SP525AO 09/26/2000 T	A	UTOMATED STANDA REPOR	RD APPLICATION T REQUEST MENU	FOR 1	PAYMENTS	09/26/00 20:36:46
	<1>	ACCOUNT SETTLE	MENT REPORT			
	<2>	ACCOUNTS WITH	END DATES REPO	RT		
	<3>	DATA RETRIEVAL	REPORT			
	<4>	DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT				
	<5>	CASH MANAG	EMENT REPOR	TS		
			1	ENTER PRESS	SELECTION NUMBER: ENTER	5
F2=EXI	Т	F5=MAIN				

STEP 3: Choose <u>one</u> of the following combinations to enter: ALC/Recipient ID/Account ID ALC/Recipient ID/CDFA (Catalog of Federal Domestic Assistance)

STEP 4: Enter the **date range** and **report delivery method** and **press Enter**.

SP518AAUTOMATED STANDARD APPLICATION FOR PAYMENTSSP518AOCASH MANAGEMENT REPORTS09/26/2000 T	09/26/00 20:42:59
ENTER: AGENCY LOCATION CODE/REGION: <u>11000001/</u> (ENTER AN ALC OR ALL FOR ALL ALCS)	
AND RECIPIENT ID: <u>3641614</u> (ENTER A RECIPIENT ID OR ALL FOR ALL RECIPIENTS)	
AND/OR CFDA: AND/OR ACCOUNT ID:	
AND DATE RANGE FROM: 09 /26 /2000 TO: 09 /26 /2000	
AND FAX OR BULKDATA: \underline{F} (F OR B) FAX NUMBER: (215) 516 - 8263	
F4=MENU F5=MAIN	

Result: This is an example of the Cash Management Report.

RUN DATE: 05/05/2000 AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM: SPPQ985U RUN TIME: 15:30:12 AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT PAGE: 99999					
AGENCY LOCATION CODE/REGION: 11000001 SHORT NAME: US MONEY1 RECIPIENT ID: ALL SHORT NAME: ACCOUNT ID: ALL CFDA: DATE RANGE: 05/05/2000 - 05/05/2000					
RECIPIENT ID: 3439833 SHORT NAME: GRAYU					
ACCOUNT NUMBER CFDA GROUP ID BEGINNING AUTHORIZATIONS PAYMENTS & AVAILABLE ENDING AVG BALANCE ADJUSTMENTS BALANCE DAYS (PY/RP/BE)					
1234567890123456789099.999999999999999999999999999999999					
TOTALS: 99,999,999,999,999,999,999,999,999,999					
RECIPIENT ID: 0202222 SHORT NAME: GREENU					
ACCOUNT NUMBER CFDA GROUP ID BEGINNING AUTHORIZATIONS PAYMENTS & AVAILABLE ENDING AVG BALANCE ADJUSTMENTS BALANCE DAYS (PY/RP/BE)					
12345678901234567890 99.999 999,999.99-99,999,999,999,999.999,999,99					
TOTALS 99,999,999,999,999.99-99,999,999,999,999					
TOTAL ALC:					
**********END OF REPORT***********					

NOTIFICATIONS

- **8.0** The **Notifications** function provides system generated messages to ASAP user organizations when certain key events occur. <u>Unread</u> Notification messages are retained for twenty five (25) business days. <u>Read</u> Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.
- ****NOTE**** When a user accesses a sub-menu, a message will appear indicating that your organization has unread notification messages (see message displayed on page 7).

STEP 1: On the Main Menu, select **option 7** for **Notifications** and **press Enter.**

SPASAP SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS MAIN MENU	09/26/00 14:14:29
	 <d>> PAYMENT REQUEST PROCESSING</d> INQUIRY MENU 	
ORGANIZA F2=EXI	ASAP IDATION ACCESS CODE ENTER SELECTION RESS ENTER T	NUMBER: <u>7</u>

STEP 2: Type **"S"** beside the message to be read on the **Notification List** screen and **press Enter.**

SP265AAUTOMATED STANDARD AFSP265AONOTIFICA10/02/2000 T			MATED STANDARD AI NOTIFIC	PPLICATION FOR PAYMENTS ATION LIST	10/02/00 09:54:20
SEL	ECT <s> TO REAL</s>)		PAGE 1 OI	F 1
SI	DATE/TIME SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ READ BY	
<u>_</u>	09/29/2000 08:30	SYSTEM	PMT REV		
_	09/29/2000 08:29	SYSTEM	PMT REV		
_	09/26/2000 13:13	SYSTEM	PMT REV	09/27/2000 13:21 E1LDM0#	
	F5=MAIN	1			

Result: The message selected will appear on the **Notification Detail** screen.

SP270A SP270AO 10/02/2000 T	AUTOMATEI	O STANDARD APPLIC. NOTIFICATION DE	ATION FOR PAYMENTS TAIL	10/02/00 09:59:16			
1 OF 3 MESSAGES DATE SENT: 09/29/2000 TIME SENT: 08:30:26 MESSAGE ID: 00011 MESSAGE TEXT:	SENDE	R LOGON: SPPM045U	SENDER ASAP ID: SYSTEM SHORT NAME: PMT REV				
PAYMENT REQUEST(S) DATED 09/29/2000 AGAINST YOUR AGENCY'S ACCOUNT(S) ARE AWAITING AGENCY REVIEW.							
I I0122 NOTIFICATION DISP	F8=NEXT LAYED.	F11=LIST					

****NOTE**** The F11 key will take you back to the Notification List. You will see the updated notification list now stating the date and time the message was read and the user ID of that person.

SP20 SP20 10/0	65A 65AO 12/2000 T	AUTOMATED ST	AUTOMATED STANDARD APPLICATION FOR PAYMENTS NOTIFICATION LIST		
SEL	ECT <s> TO READ</s>			PAC	3E 1 OF 1
SΕ	DATE/TIME SENT S	ENDER ID SENDER S	HRT NAME DATE/	TIME READ READ BY	
_	09/29/2000 08:	30 SYSTEM	PMT REV	10/02/2000 09:59	E1DJJ0#
_	09/29/2000 08:	29 SYSTEM	PMT REV		
_	09/26/2000 13:	13 SYSTEM	PMT REV	09/27/2000 13:21	E1LDM0#
	F5=MAIN				

TO EXIT: Press F5=Main, then Press F2=Exit. Click File and then Exit.

GETTING OUT

9.0 Getting Out: ASAP Logoff Procedures

- **STEP 1:** Within ASAP, press **F5=Main Menu**.
- **STEP 2:** From the Main Menu, press **F2=Exit**.
- **STEP 3:** On the top Menu Bar, click on **File** and then **Exit**.