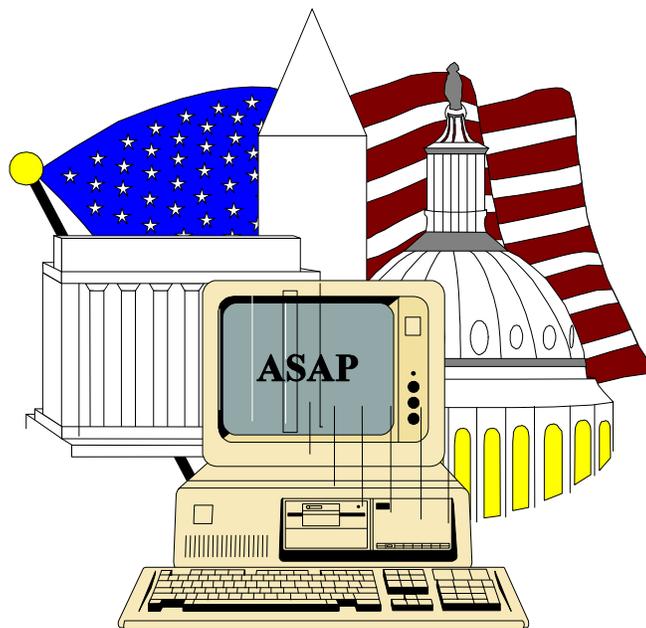*Automated Standard Application for Payments* sm

ASAP

ASAP Training Guide for Federal Agencies

ASAP Customer Support
October 2000

Department of the Treasury
Financial Management Service **fms**

ASAP Training Guide for Federal Agencies
TABLE OF CONTENTS

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
* 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 also 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 (p1uaimpx)
```

   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**.

```
        FFFFFFFFFFF RRRRRRRR     AAAAAA    SSSSSSSSS
        FFFFFFFFFFF RRRRRRRRRR  AAAAAAAAA  SSSSSSSSSSS
        FF          RR      RR AA      AA SS        SS
         FF         RR      RR AA      AA SS        SS
         FF         RR      RR AA      AA SS
        FFFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA   SSSSS
         FF         RR  RR     AA      AA          SS
          FF        RR   RR    AA      AA SS       SS
          FF        RR    RR   AA      AA SS       SS
           FF       RR     RR  AA      AA SSSSSSSSSSSS
           FF       RR      RR AA      AA  SSSSSSSSS


                        IMS/ESA
                          5.1

         09/20/00    PP12 IMIR PIT IMS     HH:MM:SS

            ENTER:   USERID ==========> _____
                     PASSWORD ========> _____
                     NEW PASSWORD ====>
                     (IF DESIRED)
```

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

```
        TIME: HH:MM:SS                DATE:   09/20/00

             F O R M A T   R E Q U E S T
             --------------------------

        ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

               FORMAT ===> ASAP













 DFS058I 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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/20/00
 SPASAP                            MAIN MENU                               12:00:27



                    <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: 3
                                                   PRESS ENTER
        F2=EXIT


```

FEDERAL AGENCY FUNCTIONS

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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/26/99
SP060A0                     FEDERAL AGENCY FUNCTIONS MENU                HH:MM:SS
08/26/1999


                    <1> ACCOUNT FUNCTIONS MENU

                    <2> AUTHORIZATION ENTRY PROMPT

                    <3>AUTHORIZATION CERTIFICATION MENU

                    <4> REVIEW PAYMENT REQUESTS PROMPT



                                            ENTER SELECTION NUMBER: 1
                                                  PRESS ENTER
        F2=EXIT         F5=MAIN
   I0118   YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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

```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/20/00
SP061AO                      ACCOUNT FUNCTIONS MENU                      19:56:15
12/08/1999 T


        <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
                                    PRESS ENTER


        F4=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 STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP065BO                        ACCOUNT PROFILE ENTRY                 19:57:55
09/22/2000 T

ACTION:  A  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY


AGENCY LOCATION CODE/REGION:   11000001 /              SHORT NAME: US DOE
RECIPIENT ID: 3641614                                  SHORT NAME:
ACCOUNT ID: F1R10001

 ACCOUNT DESCRIPTION: _____          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): __                       ASAP 1031 (Y/N) N
REQUESTOR ID: _____                       PYMNT 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 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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP065BO                        ACCOUNT PROFILE ENTRY                 19:57:55
09/22/2000 T

ACTION: __  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION: 11000001/    SHORT NAME: US DOE
RECIPIENT ID: 3641614                     SHORT NAME: NYDOHS
ACCOUNT ID: F1R10001

ACCOUNT DESCRIPTION: ACCOUNT 1                          CTRL ACCT  (Y/N)
ACCT STATUS INDICATOR (O/S/C): __                       ASAP 1031  (Y/N)
REQUESTOR ID:    3650053                       PYMNT WAREHOUSE IND (Y/N)
GROUP ID:        CFDA NUMBER:                           ALLOW BE ADJ  (Y/N)
BEGIN DATE:  /  /    END DATE:  /  /                    CMIA INDICATOR  (Y/N)
CREATE DATE:         BUDGET PERIOD END DATE:  /  /


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

      F4=MENU F5=MAIN
```

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**.

```
SP065B                AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/22/00
SP065BO                          ACCOUNT PROFILE ENTRY                    15:07:26
09/22/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION: 11000001 / __     SHORT NAME:  US DOE
RECIPIENT ID: 3641614                             SHORT NAME:  NYDOHS
ACCOUNT ID: F1R10001_____

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:  /  /    END DATE:  /  /           CMIA INDICATOR (Y/N)
CREATE DATE:                BUDGET PERIOD END DATE:  /  /


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

      F4=MENU F5=MAIN
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            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP060AO                  FEDERAL AGENCY FUNCTIONS MENU              15:58:24
09/22/2000 T



                     <1>  ACCOUNT FUNCTIONS MENU

                     <2>  AUTHORIZATION ENTRY PROMPT

                     <3>  AUTHORIZATION CERTIFICATION MENU

                     <4>  REVIEW PAYMENT REQUESTS PROMPT


                                      ENTER SELECTION NUMBER: 1
                                      PRESS ENTER


     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            AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP061AO                   ACCOUNT FUNCTIONS MENU                    16:03:48
09/22/2000 T



                     <1>  ACCOUNT PROFILE ENTRY

                     <2>  ACCOUNT DETAIL ENTRY

                     <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                     <4>  MAXIMUM DRAW AMOUNT PROMPT

                     <5>  AGENCY REVIEW CRITERIA PROMPT




                                      ENTER SELECTION NUMBER: 1

                                      PRESS ENTER


         F4=MENU F5=MAIN
```

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

```
SP065B                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/22/00
SP065BO                            ACCOUNT PROFILE ENTRY                       16:16:45
09/22/2000 T
ACTION: A <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:              11000001 / __    SHORT NAME:  US DOE
RECIPIENT ID: 3641614                                      SHORT NAME:  NYDOHS
ACCOUNT ID: F1R10001_____


ACCOUNT DESCRIPTION: _____      CTRL ACCT (Y/N) _
ACCT STATUS INDICATOR (O/S/C): __                        ASAP 1031 (Y/N) N
REQUESTOR ID: _____                            PYMNT 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 AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                 F4=MENU F5=MAIN
I0012  ADD SUCCESSFUL.
```

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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/22/00
SP065BO                            ACCOUNT PROFILE ENTRY                       16:16:45
09/22/2000 T
ACTION: _ <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:              11000001 / __    SHORT NAME:  US DOE
RECIPIENT ID: 3641614                                      SHORT NAME:  NYDOHS
ACCOUNT ID: F1R10001_____

ACCOUNT DESCRIPTION: ACCOUNT 1_____      CTRL ACCT (Y/N) Y
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:   /  /       END DATE:   /  /            CMIA INDICATOR (Y/N)
CREATE DATE:             BUDGET PERIOD END DATE:   /  /


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

                 F4=MENU F5=MAIN                    F9=DTL
I0012  ADD SUCCESSFUL.
```

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STEP 5: Press F9 = DTL.

```
SP065B                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP065BO                         ACCOUNT PROFILE ENTRY                       16:16:45
09/22/2000 T
ACTION: _  <A> ADD  <C> CHANGE  <D> DELETE  <I> INQUIRY

AGENCY LOCATION CODE/REGION:              11000001 / __   SHORT NAME:  US DOE
RECIPIENT ID: 3641614                                     SHORT NAME:  NYDOHS
ACCOUNT ID: F1R10001_____

ACCOUNT DESCRIPTION: ACCOUNT 1                              CTRL ACCT (Y/N) Y
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:   /  /        END DATE:   /  /         CMIA INDICATOR (Y/N)
CREATE DATE:              BUDGET PERIOD END DATE:   /  /


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

            F4=MENU F5=MAIN                          F9=DTL
I0012  ADD SUCCESSFUL.
```

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

```
SP067B                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP067BO                         ACCOUNT DETAIL ENTRY                        16:31:04
09/22/2000 T

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

RECIPIENT ID: 3641614                                      SHORT NAME:  NYDOHS

ACCOUNT ID: CONTROL ACCOUNT                  AVAILABLE BALANCE:
$.00
ACCOUNT DESCRIPTION: CONTROL ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:            $.00
SELECT <A> ADD, <C> CHANGE, <D> DELETE
                              STATUS   CUMULATIVE       CUMULATIVE
S  ACCOUNT DETAIL ID          (O/S/C)  DRAW LIMIT    DRAWS/BE/RP TO DATE
A F1R102A_____   O      _____
A F1R102B_____   O      _____
A F1R102C_____   O      _____
_  _____         _      _____
_  _____         _      _____
_  _____         _      _____
_  _____         _      _____
_  _____         _      _____

ACTION P   (P=POST, V=VALIDATE, E=ESCAPE ,R=REFRESH)
            F4=MENU F5=MAIN
F11=ACCT
I0127  ACCOUNT DETAILS HAVE BEEN UPDATED FOR THIS ACCOUNT.
```

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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/20/00
SP060AO                     FEDERAL AGENCY FUNCTIONS MENU              19:59:21
09/20/2000T


                    <1>    ACCOUNT FUNCTIONS MENU

                    <2>    AUTHORIZATION ENTRY PROMPT

                    <3>    AUTHORIZATION CERTIFICATION MENU

                    <4>    REVIEW PAYMENT REQUESTS PROMPT


                                              ENTER SELECTION NUMBER: 2
                                              PRESS ENTER


           F2=EXIT      F5=MAIN
```

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

```
SP070A         AUTOMATED STANDARD APPLICATION FOR PAYMENTS            09/26/00
SP070AO              AUTHORIZATION ENTRY PROMPT                       20:13:07
09/26/2000 T


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

    EFFECTIVE DATE: 09/26/2000

    RECIPIENT ID: 3641614                     SHORT NAME: NYDOHS

    GROUP ID: _____

    AGENCY REFERENCE NUMBER: _____




        F4=MENU F5=MAIN
```

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

```
 SP075A                      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/28/00
 SP075AO                               AUTHORIZATION ENTRY                      14:26:36
 09/28/2000 T
 AGENCY LOCATION CODE/REGION: 11000001 /                 SHORT NAME:  US DOE
 RECIPIENT ID: 3641614                                   SHORT NAME:  NYDOHS
 EFFECTIVE DATE: 09/28/2000        AGENCY REFERENCE NUMBER: _____
 AUTHORIZATION SEQUENCE NUMBER:

 GROUP    ACCOUNT ID    AUTHORIZATION AMT    I/D    EFFECT DATE    STA ITM
          F1R10001      1000000_____    I    09 / 28 / 2000
          F1R10002      1000000_____    I    09 / 28 / 2000
          F1R10003      1000000_____    I    09 / 28 / 2000
          F1R10004      1000000_____    I    09 / 28 / 2000
          F1R10005      1000000_____    I    09 / 28 / 2000
                        _____      _    __ / __ / ____
                        _____      _    __ / __ / ____
                        _____      _    __ / __ / ____
                        _____      _    __ / __ / ____


 ACTION: P   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
```

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      AUTOMATED STANDARD APPLICATION FOR PAYMENTS           09/28/00
 SP075AO              AUTHORIZATION ENTRY              14:37:47
 09/28/2000 T
 AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US DOE
 RECIPIENT ID: 3641614                        SHORT NAME:  NYDOHS
 EFFECTIVE DATE: 09/28/2000      AGENCY REFERENCE NUMBER: _____
 AUTHORIZATION SEQUENCE NUMBER: 09/28/2000  E1DJJ0#  000001  1437473

 GROUP       ACCOUNT ID    AUTHORIZATION AMT  I/D  EFFECT DATE  STA ITM
             F1R10001      $1,000,000.00       I   09 / 28 / 2000  U  01
             F1R10002      $1,000,000.00       I   09 / 28 / 2000  U  02
             F1R10003      $1,000,000.00       I   09 / 28 / 2000  U  03
             F1R10004      $1,000,000.00       I   09 / 28 / 2000  U  04
             F1R10005      $1,000,000.00       I   09 / 28 / 2000  U  05
                           _____ _   __ / __ / ____
                           _____ _   __ / __ / ____
                           _____ _   __ / __ / ____
                           _____ _   __ / __ / ____

 ACTION: _   (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)

    F3=PRMT F4=MENU F5=MAIN              F10=RO F11=ACCT
 I0036  AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

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

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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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              09/26/00
SP060AO                  FEDERAL AGENCY FUNCTIONS MENU                        20:16:32
09/26/2000 T



                    <1>     ACCOUNT FUNCTIONS MENU

                    <2>     AUTHORIZATION ENTRY PROMPT

                    <3>     AUTHORIZATION CERTIFICATION MENU

                    <4>     REVIEW PAYMENT REQUESTS PROMPT




                                          ENTER SELECTION NUMBER: 3
                                          PRESS ENTER


        F2=EXIT      F5=MAIN
```

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

```
SP062A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS              09/26/00
SP062AO                  AUTHORIZATION CERTIFICATION MENU                     21:53:44
09/26/2000 T



                <1>  CERTIFY ON-LINE AUTHORIZATION PROMPT

                <2>  CERTIFY BATCH AUTHORIZATION PROMPT




                                          ENTER SELECTION NUMBER: 1
                                          PRESS ENTER


            F4=MENU F5=MAIN
```

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

```
 SP081A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/26/00
 SP081AO                      CERTIFY ON-LINE AUTHORIZATION PROMPT               21:48:10
 09/26/2000 T

 ENTER:

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

     AND EITHER
     ALL:   (Y)    Y
     OR
      AUTHORIZATION DATE  FROM: _____   TO: _____




           F4=MENU F5=MAIN
```

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

```
 SP082A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/28/00
 SP082AO                      CERTIFY ON-LINE AUTHORIZATION LIST                15:19:54
 09/28/2000 T
                                                            SCREEN:  1 OF  1
 AGENCY LOCATION CODE/REGION: 11000001 / __   SHORT NAME: US DOE
  FROM:        TO:            ALL: Y

  SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
 SEL  RECIPIENT  ACCOUNT ID       AUTHORIZATION AMT  I/D  EFFCT DATE  STA
  _      3641614  F1R10001                $1,000,000.00  I    09/28/2000  U
  _      3641614  F1R10002                $1,000,000.00  I    09/28/2000  U
  _      3641614  F1R10003                $1,000,000.00  I    09/28/2000  U
  _      3641614  F1R10004                $1,000,000.00  I    09/28/2000  U
  _      3641614  F1R10005                $1,000,000.00  I    09/28/2000  U




 ACTION:   A  (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
```

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

```
SP082A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/28/00
SP082AO                        ŒRTIFY ON-LINE AUTHORIZATION LIST                 15:19:54
09/28/2000 T
                                                                         SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 / __   SHORT NAME: US DOE
 FROM:        TO:           ALL: Y

 SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL RECIPIENT  ACCOUNT ID        AUTHORIZATION AMT  I/D EFFCT DATE  STA
 _      3641614  F1R10001                   $1,000,000.00  I     09/28/2000  U
 _      3641614  F1R10002                   $1,000,000.00  I     09/28/2000  U
 _      3641614  F1R10003                   $1,000,000.00  I     09/28/2000  U
 _      3641614  F1R10004                   $1,000,000.00  I     09/28/2000  U
 _      3641614  F1R10005                   $1,000,000.00  I     09/28/2000  U



      CERTIFY ALL PAGES (Y OR N)     Y



ACTION:   (P=POST, A=CERTIFY 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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/28/00
SP082AO                        ŒRTIFY ON-LINE AUTHORIZATION LIST                 15:40:23
09/28/2000 T
                      * * *  SCREEN POSTED  * * *      SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME: US DOE
 FROM:        TO:           ALL: Y

 SELECT <C> TO CERTIFY; <D> TO DELETE; <R> TO REMOVE (ERRORS ONLY)
SEL RECIPIENT  ACCOUNT ID        AUTHORIZATION AMT  I/D EFFCT DATE  STA
        3641614  F1R10001                   $1,000,000.00  I     09/28/2000   A
        3641614  F1R10002                   $1,000,000.00  I     09/28/2000   A
        3641614  F1R10003                   $1,000,000.00  I     09/28/2000   A
        3641614  F1R10004                   $1,000,000.00  I     10/27/2000   W
        3641614  F1R10005                   $1,000,000.00  I     09/28/2000   A




ACTION:   (P=POST, A=CERTIFY ALL, R=REFRESH, E=ESCAPE)
    F3=PRMT F4=MENU F5=MAIN
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
```

STEP 7: To certify another authorization, **Press F3=Pʀᴍᴛ** 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.**

```
SP060A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP060AO                    FEDERAL AGENCY FUNCTIONS MENU                15:58:24
09/22/2000 T




                    <1>  ACCOUNT FUNCTIONS MENU

                    <2>  AUTHORIZATION ENTRY PROMPT

                    <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT


                                        ENTER SELECTION NUMBER: 1
                                        PRESS ENTER


        F2=EXIT      F5=MAIN
```

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

```
SP061A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP061AO                     ACCOUNT FUNCTIONS MENU                     16:03:48
09/22/2000 T



                        <1>  ACCOUNT PROFILE ENTRY

                        <2>  ACCOUNT DETAIL ENTRY

                        <3>  DEFINE ELIGIBLE REQUESTORS AND RECIPIENTS

                        <4>  MAXIMUM DRAW AMOUNT PROMPT


                        <5>  AGENCY REVIEW CRITERIA PROMPT




                                        ENTER SELECTION NUMBER: 4
                                        PRESS ENTER

            F4=MENU F5=MAIN
```

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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP085AO                   MAXIMUM DRAW AMOUNT PROMPT                  13:25:57
09/26/2000 T

AGENCY LOCATION CODE/REGION:  11000001 / __          SHORT NAME:  US DOE
RECIPIENT ID:  _____                                SHORT NAME:
ACCOUNT ID:  _____













        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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP086AO                MAXIMUM DRAW AMOUNT RECIPIENT ID LIST         13:18:33
09/26/2000 T
                                                          PAGE  4  OF  6
AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US DOE

   <S> TO SELECT ONLY ONE RECIPIENT AT A TIME

   SEL  RECIPIENT ID   SHORT NAME      SEL  RECIPIENT ID   SHORT NAME

   -      3567823    ACLWIC            _     3720028        NCESC
   _      3568328    NMCYFD            _     4156167        ODE
   _      3570302    SAN FELIPE        _     4167180        OR VRD
   _      3581618    ENIPC             _     4193782        OHD
   _      3587725    NE-DAS            _     4206407        DEB
   S      3641614    NYDOHS            _     4208157        KATHY
   _      3641621    HHS               _     4243643        JACK
   _      3670499    NYSDOL            _     4250377        DEO - PA
   _      3706335    DOE - NC          _     4265723        KIRK
   _      3707470    POP               _     4268344        KIRK

    F3=PRMT F4=MENU F5=MAIN     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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP087AO                    MAXIMUM DRAW AMOUNT ENTRY                  13:50:59
09/26/2000 T                                                    PG  1 OF  1

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:  US DOE
RECIPIENT ID:  3641614                            SHORT NAME:  NYDOHS
      SELECT:  <A> ADD  <C> CHANGE  <D> DELETE
SEL ACCOUNT ID          STATUS FREQUENCY      AMOUNT
 _   F1R10001                O DAILY          _____
 _                             MONTHLY        _____
 _                             QUARTERLY      _____
 _                             TOTAL          _____
 A   F1R10002                O DAILY          50000_____
 A                             MONTHLY        100000_____
 A                             QUARTERLY      150000_____
 A                             TOTAL           200000_____
 _   F1R10003                O DAILY          _____
 _                             MONTHLY        _____
 _                             QUARTERLY      _____
 _                             TOTAL          _____
ACTION: P   (P=POST, E=ESCAPE, R=REFRESH)
```

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

```
SP087A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP087AO                    MAXIMUM DRAW AMOUNT ENTRY                  13:58:42
09/26/2000 T                                                    PG  1 OF  1

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:  US DOE
RECIPIENT ID:  3641614                            SHORT NAME:  NYDOHS

         SELECT:  <A> ADD  <C> CHANGE  <D> DELETE
SEL ACCOUNT ID          STATUS 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=ESCAPE, R=REFRESH)
   F3=PRMT F4=MENU F5=MAIN                    F11=LIST
I0134  ALL MODIFICATIONS SUCCESSFULLY 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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP060AO                     FEDERAL AGENCY FUNCTIONS MENU                15:58:24
09/22/2000 T



                        <1>  ACCOUNT FUNCTIONS MENU

                        <2>  AUTHORIZATION ENTRY PROMPT

                        <3>  AUTHORIZATION CERTIFICATION MENU

                        <4>  REVIEW PAYMENT REQUESTS PROMPT


                                              ENTER SELECTION NUMBER: 1
                                              PRESS ENTER


      F2=EXIT      F5=MAIN
    I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

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

```
SP061A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/22/00
SP061AO                              ACCOUNT FUNCTIONS MENU                   16:03:48
09/22/2000 T


                          <1>  ACCOUNT PROFILE ENTRY

                          <2>  ACCOUNT DETAIL ENTRY

                          <3>  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.

R= Recipient Level
* 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.**

```
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:  3641614                      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                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/26/00
SP054AO                 AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)     16:00:47
09/26/2000 T

                                                                     PAGE   1 OF   1
  AGENCY LOCATION CODE/REGION: 11000001 /   SHORT NAME: US DOE
  RECIPIENT ID: 3641614                     SHORT NAME:

          SELECT:  <A> ADD  <C> CHANGE  <D> DELETE

  SEL  ACCOUNT ID      STATUS        THRESHOLD
   A      F1R10003        O            5000




  ACTION: P   (P=POST, E=ESCAPE, R=REFRESH)
```

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

```
SP054A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/26/00
SP054AO                 AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)     16:08:07
09/26/2000 T

                                                                     PAGE   1 OF   1
  AGENCY LOCATION CODE/REGION: 11000001 /   SHORT NAME: US DOE
  RECIPIENT ID: 3641614                     SHORT NAME:

    SELECT:  <A> ADD  <C> CHANGE  <D> DELETE

  SEL  ACCOUNT ID      STATUS        THRESHOLD
   A      F1R10003        O            $5,000.00




     ALL PAGES WILL BE POSTED-ARE YOU SURE? (Y/N)     Y
  ACTION:  P   (P=POST, E=ESCAPE, R=REFRESH)


  I0123  PLEASE ENTER 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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP054AO            AGENCY REVIEW CRITERIA FOR SPECIFIC ACCOUNT ID(S)    16:16:08
09/26/2000 T


                        * * *  SCREEN POSTED  * * *            PAGE    1 OF
1
 AGENCY LOCATION CODE/REGION:  11000001 /        SHORT NAME:  US DOE
  RECIPIENT ID: 3641614                          SHORT NAME:


          SELECT:  <A> ADD  <C> CHANGE  <D> DELETE


 SEL  ACCOUNT ID       STATUS        THRESHOLD
  A      F1R10003        O            $5,000.00






  ACTION:  _   (P=POST, E=ESCAPE, R=REFRESH)

    F3=PRMT F4=MENU F5=MAIN
  I0138  AGENCY REVIEW CRITERIA POSTED. DOES NOT APPLY TO 1031 REQUESTS.

```

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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/22/00
SP060AO                    FEDERAL AGENCY FUNCTIONS MENU              15:58:24
09/22/2000 T



                        <1>  ACCOUNT FUNCTIONS MENU

                        <2>  AUTHORIZATION ENTRY PROMPT

                        <3>  AUTHORIZATION CERTIFICATION MENU

                    <4>  REVIEW PAYMENT REQUESTS PROMPT


                                        ENTER SELECTION NUMBER: 4
                                        PRESS ENTER


    F2=EXIT      F5=MAIN
```

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

```
SP090A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/29/00
SP090AO                    REVIEW PAYMENT REQUESTS PROMPT            16:16:01
09/29/2000 T




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

    ENTER EITHER:

     ALL:   Y     (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

     OR

     REQUEST DATE FROM:  __ / __ / ____   TO:  __ / __ / ____  (MM/DD/CCYY)




        F4=MENU F5=MAIN
```

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

```
SP091A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP091AO                         REVIEW PAYMENT REQUESTS LIST                  16:27:57
09/29/2000 T                                                                 PG  3 OF  3
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US DOE
ALL: Y   REQUEST DATE FROM:          TO

 SELECT: <S> SELECT DETAIL  <A> APPROVE  <R> REJECT
                        DAYS ON     REQUESTED    DEL  REQ 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=ESCAPE, R=REFRESH, A=APPROVE ALL)
               F7=PGUP
```

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

```
SP092A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP092AO                        REVIEW PAYMENT REQUESTS DETAIL                 16:41:10
09/29/2000 T                                                                 PG  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 /                 SHORT NAME: US DOE
REQUESTED SETTLEMENT DATE: 10/02/2000
ASAP SEQUENCE NUMBER: 2000-09-29 E1DJJ0#  000003
              TOTAL AMOUNT REQUESTED:        $10,000.00
 SELECT: <A> TO APPROVE  <R> REJECT
S RO ID  ACCOUNT ID / DETAIL     AMOUNT REQUESTED  AVAILABLE BALANCE   STA

A 3641614      F1R10003           10,000.00          990,000.00         A




ACTION:   P   (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
```

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

```
SP092A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/29/00
SP092AO                          REVIEW PAYMENT REQUESTS DETAIL                   16:41:10
09/29/2000 T                                        PG  1 OF 1
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US DOE
REQUESTED SETTLEMENT DATE: 10/02/2000
ASAP SEQUENCE NUMBER: 2000-09-29 E1DJJ0#  000003
                 TOTAL AMOUNT REQUESTED:        $10,000.00
 SELECT:  <A> TO APPROVE  <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL      AMOUNT REQUESTED  AVAILABLE BALANCE STA


  A  3641614 F1R10003                   10,000.00            990,000.00        A




ACTION:  (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
     F3=PRMT F4=MENU F5=MAIN            F11=LIST
 I0120  PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR
 RESULTS
```

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

```
SP091A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/29/00
SP091AO                          REVIEW PAYMENT REQUESTS LIST                     16:51:30
09/29/2000 T                                                      PG  3 OF  3
AGENCY LOCATION CODE/REGION: 11000001 /     SHORT NAME: US DOE
ALL: Y   REQUEST DATE FROM:          TO

 SELECT:  <S> SELECT DETAIL  <A> APPROVE  <R> REJECT
                       DAYS ON    REQUESTED   DEL  REQ 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
 _ 3641614 NYDOHS         0      $10,000.00    A  10/02/2000  APPROVED
 _ 3641614 NYDOHS         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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
 SP010AO                           MAIN MENU                            20:14:16
 09/29/2000 T

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



                    ASAP ID _____
   ORGANIZATION ACCESS CODE _____       ENTER SELECTION NUMBER: 2
                                              PRESS ENTER
          F2=EXIT
```

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

```
 SP100A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
 SP100AO                          INQUIRY MENU                          11:35:08
 09/29/2000 T




              < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT

                < 2> ACCOUNT BALANCE INQUIRY PROMPT
                < 3> ACCOUNT STATEMENT INQUIRY PROMPT
                < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT
                < 5> ACCOUNT PROFILE INQUIRY
                < 6> FEDERAL PROGRAM AGENCY INQUIRY
                < 7> PAYMENT REQUESTOR INQUIRY
                < 8> RECIPIENT ORGANIZATION INQUIRY
                < 9> CFDA INQUIRY
                <10> ALC INQUIRY
                <11> RETURNED PAYMENT INQUIRY PROMPT
                <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                <14> SUPER USER INQUIRY
                                           ENTER SELECTION NUMBER: 1
                                           PRESS ENTER
          F2=EXIT      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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS       09/29/00
 SP105AO                       PAYMENT REQUEST STATUS INQUIRY PROMPT         09:05:20
 09/29/2000 T


 ENTER:

 REQUESTOR ID:  3650053                        SHORT NAME:
 RECIPIENT ID:  0641614                        SHORT NAME:
 AGENCY LOCATION CODE/REGION:  11000001 / __   SHORT NAME:  US DOE

 ACCOUNT ID:  _____
 REQUESTOR REFERENCE NUMBER:  _____

 REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                    W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
 REQUEST DATE (MM/DD/CCYY)  FROM:  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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS       09/29/00
 SP110AO                       PAYMENT REQUEST STATUS SUMMARY INQUIRY        09:10:07
 09/29/2000 T
 REQUESTOR ID: 3650053                                    SHORT NAME:  NYCO
 RECIPIENT ID: 3641614                                    SHORT NAME:  NYDOHS

 AGENCY LOCATION CODE/REGION: 11000001 /                  SHORT NAME:  US DOE
 ACCOUNT ID:                           REQUESTOR REF NUM:
 REQUEST STATUS:               REQUEST DATE FROM: 09/01/2000 TO: 09/29/2000

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

  S    11000001/ 3641614 09/29/2000  10/02/2000    $55,000.00   001  H

  _    11000001/ 3641614 09/29/2000  10/02/2000    $10,000.00   001  A

  _    11000001/ 3641614 09/29/2000  10/02/2000    $10,000.00   001  H




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

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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        09/29/00
SP111AO                     PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        09:14:15
09/29/2000 T
AGENCY LOCATION CODE/REGION: 11000001 /                        SHORT NAME:  US DOE
RECIPIENT ID: 3641614                                          SHORT NAME:  NYDOHS
REQUESTOR ID: 3650053                                          SHORT NAME:  NYCO
ACCOUNT ID:  F1R10003                  ACTUAL SETTLEMENT DATE: 10/02/2000
REQUEST DATE: 09/29/2000                    REQUESTOR REF NUM:
REQUEST TIME: 08:29:100                        REQUEST AMT:         $55,000.00
FUNDS IMAD:
ACH CYCLE DATE:                  ACH CYCLE:    ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022                   BANK ACCOUNT NUMBER: 4444
DFI SHORT NAME:
FURTHER CREDIT ABA:                  FURTHER CREDIT SHORT NAME:


ASAP SEQUENCE NUMBER: 09/29/2000 E1DJJ0#  000001 000001


REQUEST STATUS:   AWAITING FPA APPROVAL
USER ID OF REQUEST INITIATOR: E1DJJ0#


    F3=PRMT F4=MENU F5=MAIN                    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               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP100AO                          INQUIRY MENU                            11:35:08
09/29/2000 T



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

                                          PRESS ENTER
          F2=EXIT      F5=MAIN
```

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

```
SP115A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP115AO                     ACCOUNT BALANCE INQUIRY PROMPT               09:34:03
09/29/2000 T

REQUESTOR ID:                                          SHORT NAME:

    ENTER:

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

RECIPIENT ID: 3641614                                 SHORT NAME:

ACCOUNT ID: _____

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



       F4=MENU F5=MAIN
```

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                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
 SP120AO                       ACCOUNT BALANCE INQUIRY DETAIL               09:39:56
 09/29/2000 T

 AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:  US DOE
 RECIPIENT ID: 3641614                                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=MENU F5=MAIN              F9=ALC F10=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               AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/29/00
SP100AO                          INQUIRY MENU                          11:35:08
09/29/2000 T


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

                                              PRESS ENTER

           F2=EXIT      F5=MAIN
```

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

```
 SP125A               AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/29/00
 SP125AO                   ACCOUNT STATEMENT INQUIRY PROMPT            09:56:47
 09/29/2000 T


  ENTER:

     ACCOUNT ID: F1R10002_____

     ACCOUNT DETAIL ID: _____


  AND   AGENCY LOCATION CODE/REGION:  11000001  / __   SHORT NAME: US DOE

  AND   RECIPIENT ID: 3641614            SHORT NAME: NYDOHS

  AND   FROM 09 / 01 / 2000  TO  09 / 29 / 2000



         F4=MENU F5=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                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
 SP130AO                          ACCOUNT STATEMENT INQUIRY                    10:03:55
 09/29/2000 T
 AGENCY LOCATION CODE/REGION:  11000001 /                  SHORT NAME: US DOE
 RECIPIENT ID:  3641614                                    SHORT NAME: NYDOHS
 ACCOUNT ID:   F1R10002           FROM: 09/01/2000  TO  09/29/2000
 ACCOUNT DETAIL:
 BEGINNING DATE:
         09/01/2000    BEGINNING BALANCE:          $.00
 APPL. DATE   EFF. DATE  TYPE         INCREASES            DECREASES
 09/28/2000     09/28/2000  AU        $1,000,000.00
 09/29/2000     10/02/2000  PY                            $10,000.00




 ENDING DATE:  09/29/2000    ENDING BALANCE:       $990,000.00
    F3=PRMT F4=MENU F5=MAIN                        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                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP100AO                             INQUIRY MENU                           11:35:08
09/29/2000 T


                            < 1>  PAYMENT REQUEST STATUS INQUIRY PROMPT
                            < 2>  ACCOUNT BALANCE INQUIRY PROMPT
                            < 3>  ACCOUNT STATEMENT INQUIRY PROMPT
                            <4>   AUTHORIZATION TRANSACTION INQUIRY PROMPT

                            < 5>  ACCOUNT PROFILE INQUIRY
                            < 6>  FEDERAL PROGRAM AGENCY INQUIRY
                            < 7>  PAYMENT REQUESTOR INQUIRY
                            < 8>  RECIPIENT ORGANIZATION INQUIRY
                            < 9>  CFDA INQUIRY
                            <10>  ALC INQUIRY
                            <11>  RETURNED PAYMENT INQUIRY PROMPT
                            <12>  BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                            <13>  INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                            <14>  SUPER USER INQUIRY
                                                ENTER SELECTION NUMBER: 4
                                                PRESS ENTER

            F2=EXIT      F5=MAIN
```

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

```
SP135A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP135AO                  AUTHORIZATION TRANSACTION INQUIRY PROMPT          10:59:48
09/29/2000 T

ENTER:


AGENCY LOCATION CODE/REGION:  11000001 / __          SHORT NAME:  US DOE
RECIPIENT ID: _____                               SHORT NAME:
ACCOUNT ID: _____
GROUP ID: _____
AGENCY REFERENCE NUMBER:    _____
AUTHORIZATION DATE  FROM:    09 / 01 / 2000   TO: 09 / 29 / 2000






            F4=MENU F5=MAIN
```

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

```
SP140A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP140AO                  AUTHORIZATION TRANSACTION SUMMARY INQUIRY          11:19:32
09/29/2000 T
AGENCY LOCATION CODE/REGION: 11000001 /                 SHORT NAME:  US DOE
RECIPIENT ID: 3641614                                   SHORT NAME:  DEO - AL
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM:  09/01/2000  TO: 09/29/2000


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

S               F1R10001      $      10,000.00       I   09/12/2000    A

_               F1R10002      $       1,000.00       D   09/12/2000    A

_               F1R10003      $       3,000.00       I   09/12/2000    A

_               F1R10004      $       2,000.00       D   09/12/2000    A

_               F1R10005      $       5,000.00       I   09/12/2000    A

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

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

```
SP141A                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/29/00
SP141AO                  AUTHORIZATION TRANSACTION DETAIL INQUIRY          11:30:43
09/29/2000 T



AGENCY LOCATION CODE/REGION:  11000001 /                SHORT NAME:  US DOE
RECIPIENT ID:  0193533                                  SHORT NAME:  DEO - AL
ACCOUNT ID:  F1R10001
GROUP ID:
AGENCY REFERENCE NUMBER:

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 STATUS:  A
REJECT REASON:

INITIATOR:  E1KFG0#          CERTIFIER:  E1DJJ0#

    F3=PRMT F4=MENU 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              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/29/00
SP010AO                           MAIN MENU                          20:14:16
09/29/2000 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
                                                PRESS ENTER
      F2=EXIT
```

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

```
SP525A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS      09/26/00
SP525AO                      REPORT REQUEST MENU                     20:48:21
09/26/2000 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: 4
                                PRESS ENTER


      F2=EXIT      F5=MAIN
```

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

```
SP517A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS          09/26/00
SP517AO                   DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT         10:15:12
09/26/00 P



  ENTER: AGENCY LOCATION CODE: 11000001/  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=MAIN


```

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

```
RUN DATE:   09/26/2000          AUTOMATED STANDARD APPLICATION FOR PAYMENTS              PR OGRAM: SPPQ909N
RUN TIME:   HH:MM:SS                       DE  BIT VOUCHER REPORT                        P  AGE: 1
                                        F  OR CYCLE DATE 09/20/2000


STANDARD FORM 5515              D E B I T   V O U C H E R          DEPARTMENT OF THE TREASURY
                                                                  F  INANCIAL MANAGEMENT SERVICE


        VOUCHER NUMBER    DATE OF DEBIT    AGENCY LOCATION CODE    AMOUNT

        003501            09/26/2000          11000001           $ 50,000.00


DEPARTMENT OR AGENCY AND ADDRESS:    NAME AND ADDRESS OF DEPOSITARY:        IT IS CERTIFIED THAT THE ABOVE
                                     AMOUNT HAS BEEN DEBITED TO THE
US MONEY1                            FEDERAL RESERVE BANK OF RICHMOND        ACCOUNT OF THE TREASURY ON THE
123 MAIN STREET                       RICHMOND VIRGINIA  23261                       DATE SHOWN.
ANYWHERE, USA   15926
                                     AUTHORIZED BY FRB ASAP CENTRAL
                                     BUSINESS ADMINISTRATION FUNCTION


                   *****************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            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/26/00
 SP010AO                          MAIN MENU                           20:25:40
 09/26/2000 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
                                                PRESS ENTER
          F2=EXIT
```

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

```
 SP525A            AUTOMATED STANDARD APPLICATION FOR PAYMENTS        09/26/00
 SP525AO                     REPORT REQUEST MENU                      20:36:46
 09/26/2000 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: 5
                                            PRESS ENTER

          F2=EXIT          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**.

```
SP518A        AUTOMATED STANDARD APPLICATION FOR PAYMENTS              09/26/00
SP518AO              CASH MANAGEMENT REPORTS                           20:42:59
09/26/2000 T


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




   AND    RECIPIENT ID: 3641614      (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: 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)

12345678901234567890 99.9999999999 999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999.99- 999.9
F1R10003      10.564            15,120,555.78 1,100,254,555.23   223,456,235.45-       891,918,875.56    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

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 99.999 999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99- 999.9
F1R10003      10.564            15,120,555.78 ,100,254,555.23   223,456,235.45-       891,918,875.56    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

TOTAL ALC:

***************END OF REPORT***************
```

NOTIFICATIONS

8.0 The **Notifications** function provides system generated messages to ASAP user organizations when certain key events occur. Unread Notification messages are retained for twenty five (25) business days. Read 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        AUTOMATED STANDARD APPLICATION FOR PAYMENTS           09/26/00
SPASAP                        MAIN MENU                             14:14:29


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

```
 SP265A                AUTOMATED STANDARD APPLICATION FOR PAYMENTS     10/02/00
 SP265AO                          NOTIFICATION LIST                    09:54:20
 10/02/2000 T

 SELECT <S> TO READ                                            PAGE  1 OF  1

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

  S    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
```

50

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

```
SP270A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS         10/02/00
SP270AO                              NOTIFICATION DETAIL                      09:59:16
10/02/2000 T

  1 OF  3 MESSAGES
DATE SENT:  09/29/2000              SENDER LOGON: SPPM045U  SENDER ASAP ID: SYSTEM
TIME SENT:  08:30:26                                       SHORT NAME: PMT REV
MESSAGE ID: 00011
MESSAGE TEXT:


  PAYMENT REQUEST(S) DATED 09/29/2000 AGAINST YOUR AGENCY'S
ACCOUNT(S) ARE AWAITING AGENCY REVIEW.









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

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.

```
SP265A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS         10/02/00
SP265AO                               NOTIFICATION LIST                       10:02:52
10/02/2000 T

SELECT <S> TO READ                                                  PAGE  1 OF  1

S  DATE/TIME SENT   SENDER ID  SENDER SHRT 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**.

Notes