



ASAP.gov New Features Guide

Federal Program Agencies

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Department of the Treasury
Financial Management Service 

The logo for the Financial Management Service (FMS) consists of the letters 'fms' in a bold, italicized, black, sans-serif font.

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Overview

Welcome to the New Features Guide for ASAP.gov. This guide provides an overview to you, the Agency User, of new features available in ASAP.gov. The New Features Guide includes:

Getting Started:

- ◆ Browser Requirements/URL – Defines the browser requirements in order to use ASAP.gov and the URL.
- ◆ Single Sign On – Users only have to enter their User ID and Password once.

Requirements to Run ASAP.gov

Follow the chart below to help you determine any upgrades required to access & use ASAP.gov. To effectively use the chart, you should first determine your computer's operating system.

Your Current Configuration	Upgrade Action Required
Windows 3.0 or 3.1	Upgrade to Windows 95, 98, 2000, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x). Note: You may need additional disk storage.
Windows 95, 98, 2000, XP, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x.)	No Action Required.
Internet Explorer 4.x or Netscape 3.x	Upgrade to Internet Explorer 5.x or Netscape 4.x or 7.x browser – or greater (except Netscape 6.x).
Netscape 6.x browser	ASAP.gov does NOT support Netscape 6.x. Upgrade to 7.x or use Internet Explorer 5.x – or greater.
DOS	Upgrade to Windows 95, 98, 2000, XP, or NT 4.0 – or greater – with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x.) Note: You may need additional disk storage.

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Macintosh OS with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x).	No Action Required.
Linux OS with Internet Explorer 5.x or Netscape 4.x browser – or greater (except Netscape 6.x).	No Action Required.
Mozilla 4.x or 7.x Internet browser	No Action Required.
AOL Internet browser	ASAP.gov does NOT support AOL Internet browser. Upgrade your browser to Internet Explorer 5.x or Netscape 4.x – or greater (except Netscape 6.x.)
Internet access not available	You will need an Internet Service Provider (ISP), an Internet Explorer 5.x or Netscape 4.x – or greater – browser (except Netscape 6.x), and a modem.

Internet Explorer: For information about downloading the latest version, visit the following website: <http://www.microsoft.com/windows/ie/default.asp>.

Netscape: For information about downloading the latest version, visit the following website: <http://channels.netscape.com/ns/browsers/default.jsp>

General Navigation Features:

- ◆ Homepage – Once signed on, users are presented with a multi-faceted homepage with Messages and Notifications.
- ◆ Do not use the browser's (e.g., Internet Explorer or Netscape) Back and Forward buttons to move from Step to Step within ASAP.gov. This will prompt a navigation error, returning you to the step from which you came.
- ◆ Only click once on all the navigation buttons, icons, and links within ASAP.gov.
- ◆ Drop down menus – Drop down menus allow the user to navigate throughout the site.
- ◆ Three (3) or Four (4) Step Process – Each function within ASAP.gov has only a three (3) or four (4) step process in order to complete.
- ◆ Find Feature – If a user has forgotten the specific ID of the Recipient or the Requestor, they have available a find feature that will assist them in searching for the specific ID they need in order to complete a transaction.
- ◆ Paging – ASAP.gov has a paging feature in order to present data to more efficiently and organized.
- ◆ Display Selection Criteria – Users will now be able to see exactly what was entered in order to retrieve a specific set of data.
- ◆ Shopping Cart Feature – Users can create a “Shopping Cart” of Payment Requests.

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- ◆ Help – An interactive online guide will assist the user step by step through a specific transaction.
- ◆ Linked Profiles – Whenever an account ID, Recipient ID, or Requestor ID is displayed, the user will be able to click on that particular ID and view the profile.

Accounts:

- ◆ Change Status for Multiple Accounts – Users can change the status on one to many accounts. This section also describes the new status of “Temporary Suspend.”
- ◆ Setting Agency Review – User can place one to many accounts on Agency Review

Payments:

- ◆ Review Payment Requests – Users can review Payment Requests from Requestors who initiated a Payment Request from Accounts that were placed under Agency Review.

Inquiries and Reports:

- ◆ Inquires – Users have immediate access to same day inquiries on their transactions in a variety of downloadable formats.
- ◆ Reports – Users can access reports for all activity, up to and including the previous business day, in a variety of downloadable formats.

Notifications:

- ◆ Users can retrieve notifications that are specifically created for them. Users can receive emails directly from ASAP.gov.

This document only describes and explains the new features of ASAP.gov. It is assumed that the user has experience using a web-based application and is familiar with the legacy ASAP System. Users also have access to online help at every step of a specific transaction, which explains in detail what the user needs to do in order to proceed to the next step and to complete the transaction.

General:

ASAP.gov Availability

ASAP.gov is available for the following transaction types during the following hours:

Accounts/Authorizations

Batch: 24 hours a day

Online: 8:00 am – 9:00 pm ET Monday – Friday, excluding Federal holidays

Payments

Automated Clearing House (ACH) payments (next-day payments):

8:00 am – 11:59 pm ET Monday – Friday, excluding Federal holidays

Fedwire payments (same-day payments):

8:00 am – 5:45 pm ET Monday – Friday, excluding Federal holidays

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Technical Tips

Problems Logging On

If you are experiencing problems logging onto ASAP.gov it may be due to one or a combination of the following. For further assistance, please contact your servicing RFC.

- ◆ The ASAP.gov application is unavailable at this time. Operating hours for ASAP.gov are 8:00 am – 11:59 pm ET Monday –Friday except holidays. The application may be available for inquiries and reports outside of these hours.
- ◆ Your operating system or browser version may not support the ASAP.gov application. Please see the “Requirements to Run ASAP.gov” below for additional information.

Verify your Logon ID and password. The ASAP.gov Logon ID and password are case sensitive (an upper case letter is different from a lower case letter). If you haven't been in ASAP.gov for a while, your password may need to be reset call FRB CBAF (804) 697-8384.

Viewing

- ◆ ASAP.gov Internet is best viewed with a minimum of 800 by 600 resolution (pixels). Please consult your IT Department for assistance with changing your screen settings.
- ◆ ASAP.gov is compliant with Section 508 of the Rehabilitation Action (29 U.S.C. 794d). Users needing a 508 accessible website must use Internet Explorer or Netscape 7.1 browsers.
- ◆ Starting April 2004, Certifying Officers must use Internet Explorer or Netscape 7.1 browsers.

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Logging On:

Single Sign On



ASAP.gov offers users a single sign on page as shown above. The URL for signing on is www.asap.gov. User IDs and passwords are assigned to users upon enrollment. Remember, when logging in, the password IS CASE SENSITIVE. After three (3) attempts with the incorrect password, you will have to call the ASAP hotline in order to get your password reset (1-804-679-8384, ASAP CBAF Help Desk), as ASAP.gov will lock your User ID.

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General Navigation:

Homepage

The screenshot shows the ASAP.gov homepage in Microsoft Internet Explorer. The browser title is "ASAPGOV Menu - Microsoft Internet Explorer". The page header includes "Home", "LOG OFF", "John Doe", "U.S. Dept. of Energy", and the ASAP.gov logo. A navigation bar contains links for "Enrollments", "Payment Requests", "Federal Agency Functions", "Reports", "Inquiries", and "Help". Below the navigation bar is a "HOME" banner. On the left, there are "User Documentation" and "Contact Us" buttons. The main content area displays "Application Drop down menus" with links for "30 Online authorizations awaiting certification", "4 Batch authorizations with a total of 60 authorizations awaiting certification", "4 Payment requests awaiting review", and "40 notifications awaiting review". On the right, there are "Homepage Messages" and "Broadcast Messages" sections. At the bottom, a "Broadcast Messages" section contains a system maintenance announcement: "ASAP.GOV will be down for system maintenance from 11pm Thursday November 27 until 4am Friday, November 28".

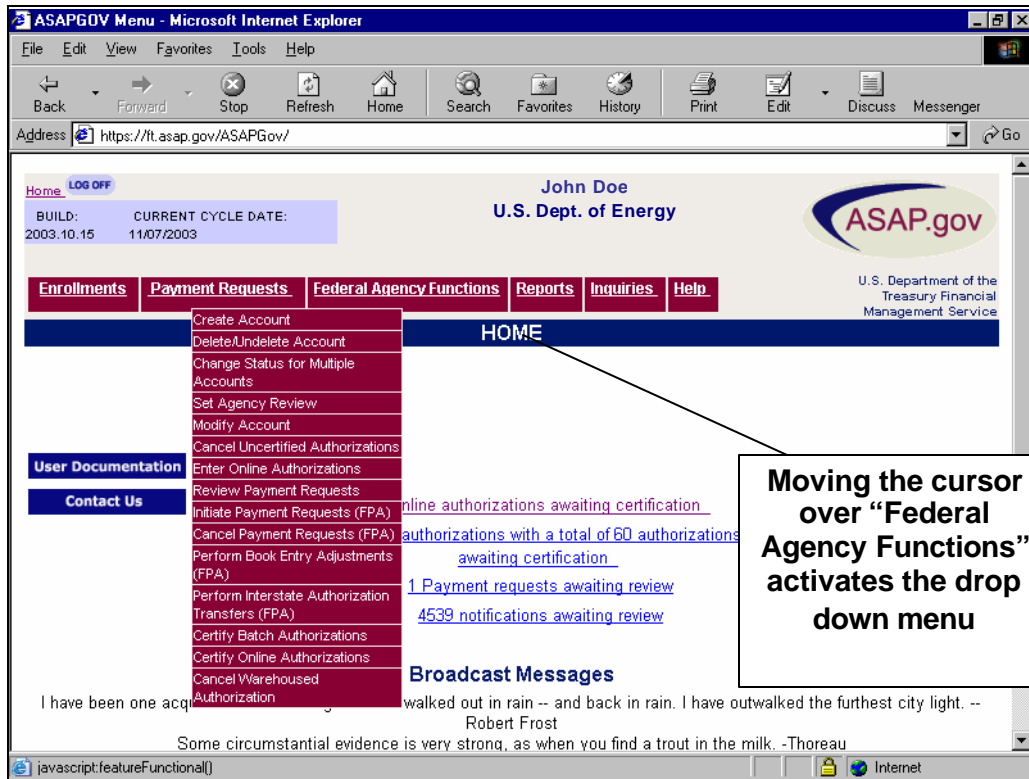
When a user signs on to ASAP.gov, their user name and organization appears at the top of the page. In addition, they will be presented with two different types of messages: Broadcast Messages and Homepage Messages, as displayed above.

Broadcast Messages are general messages to all ASAP.gov users and are displayed at the bottom of the Homepage. Announcement of a Federal holiday or a scheduled system outage are examples of a Broadcast message.

Homepage Messages notify select users that items are awaiting their action and are displayed as links. By clicking on the Homepage Message, the user is taken to Step 1 of the pending action. Homepage Messages are different than Broadcast Messages as they are only displayed to users qualified with certain roles (i.e., Certifying Officer).

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Drop Down Menus



ASAP.gov allows the user to choose the transaction type they would like to complete by using drop down menus. The drop down menus follow the user throughout the application. Moving the cursor over a specific menu title activates the pull down menu. Above is a typical pull down menu available for Federal Agency Functions. A user only has to place the cursor on the desired menu option and click once. Each user will only have access to those functions for which they have been enrolled. For example, a Federal Agency will not have access to any of the Payment Requestor options, nor will a Federal Agency Entry Clerk have access to "Certify Online Authorizations".

If a user is in the middle of a transaction (i.e., a Create an Account), choosing a menu option will cancel that activity and take the user to Step 1 of the selected menu option. For example, if a user is on Step 3 of 4 of Enter Online Authorizations and chooses Initiate Payment Requests (FPA) from the above pull down menu, a pop-up appears warning the user that they are about to cancel their specific transaction. If the user clicks "ok", then Enter Online Authorization will be cancelled. The exception to this is when the user chooses a menu option when at a confirmation Step (i.e., Step 4. See the below section entitled "Three (3) or Four (4) Step Process" for more information).

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Three (3) or Four (4) Step Process

Enter Online Authorizations - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss Messenger

Home LOG OFF

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/07/2003

John Doe
U.S. Dept. of Energy

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

Enter Online Authorizations

Step 1 of 4
Retrieve Accounts

Enter one or more of the following

Recipient ID :	<input type="text"/>	Find
Group ID :	<input type="text"/>	Find
Account ID (or partial) :	<input type="text"/>	
CFDA # :	<input type="text"/>	Find
DUNS # (or partial) :	<input type="text"/>	

Internet

ASAP.gov is designed so that each function either has three (3) or four (4) Steps. The last Step is always the confirmation Step. For example, for the above transaction, Step 1 is Retrieve Accounts, Step 2 is Enter Authorization Information, Step 3 is Review Authorization Transactions, and Step 4 is Authorization Entry Confirmation. Within ASAP.gov there are no more than 4 Steps to complete any transaction, although there may be sub Steps within a transaction.

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Find

Home LOG OFF

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/07/2003

John Doe
U.S. Dept. of Energy

ASAP.gov
U.S. Department of the Treasury
Financial Management Service

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

Enter Online Authorizations

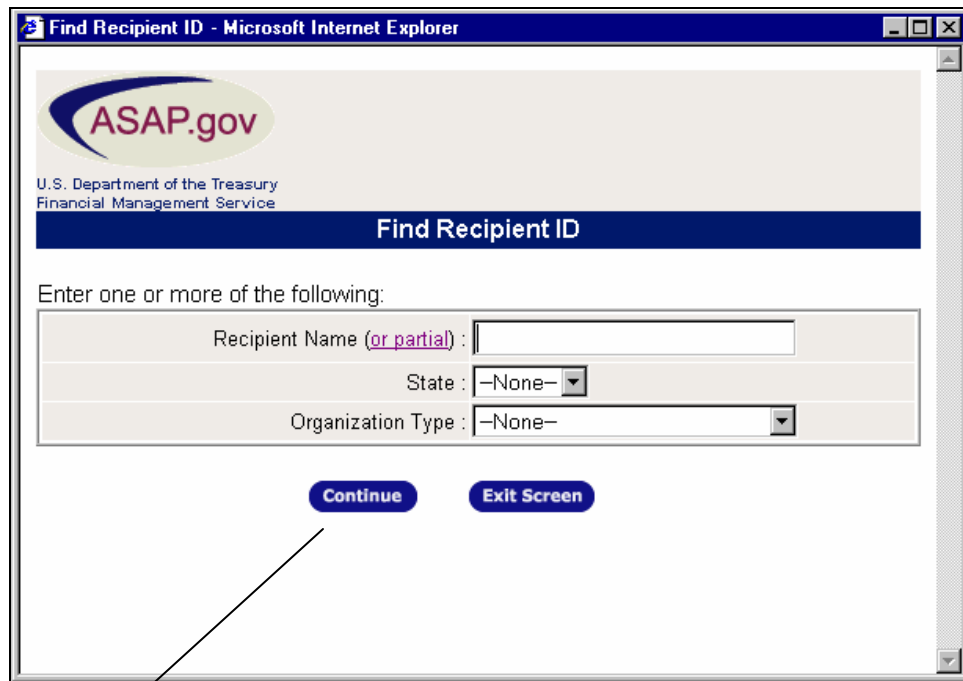
Step 1 of 4
Retrieve Accounts

Enter one or more of the following

Recipient ID :	<input type="text"/>	Find
Group ID :	<input type="text"/>	Find
Account ID (or partial) :	<input type="text"/>	
CFDA # :	<input type="text"/>	Find
DUNS # (or partial) :	<input type="text"/>	

While conducting a transaction, ASAP.gov allows the user to search, based upon specific criteria, if they are unsure of the data to enter. For example, in the above illustration, a find button is located next to Recipient ID and Group ID. If the user does not know the Recipient ID, he/she can click "Find" and be presented with a pop-up window, as displayed below, which assists in identifying the Recipient ID.

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The screenshot shows a web browser window titled "Find Recipient ID - Microsoft Internet Explorer". The page header includes the ASAP.gov logo and the text "U.S. Department of the Treasury Financial Management Service". Below this is a dark blue banner with the text "Find Recipient ID". The main content area contains the instruction "Enter one or more of the following:" followed by a search form. The form has three input fields: "Recipient Name (or partial)" with a text box, "State" with a dropdown menu showing "-None-", and "Organization Type" with a dropdown menu showing "-None-". Below the form are two buttons: "Continue" and "Exit Screen". A line points from the "Continue" button to a callout box.

Enter Criteria and Click "Continue" to Retrieve a List of Recipient IDs

Once the user fills in the criteria and clicks "Continue", they are presented with a list of Recipient IDs matching the criteria. The user selects the desired Recipient ID from the list and clicks "Apply". The Recipient ID is displayed in the Recipient ID field.

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'OR PARTIAL'

When you don't know the exact ID (Recipient, Requestor, ALC/Region, on Account), you can retrieve a list by using wildcard characters (% and _) preceding, in the middle of, or following the ID you are seeking. The ASAP.gov partial search feature does not work with the Windows-based "*" wildcard.

Examples for use of percent (%): (Do not enter quotation marks, " ", they are used here for explanation only.)

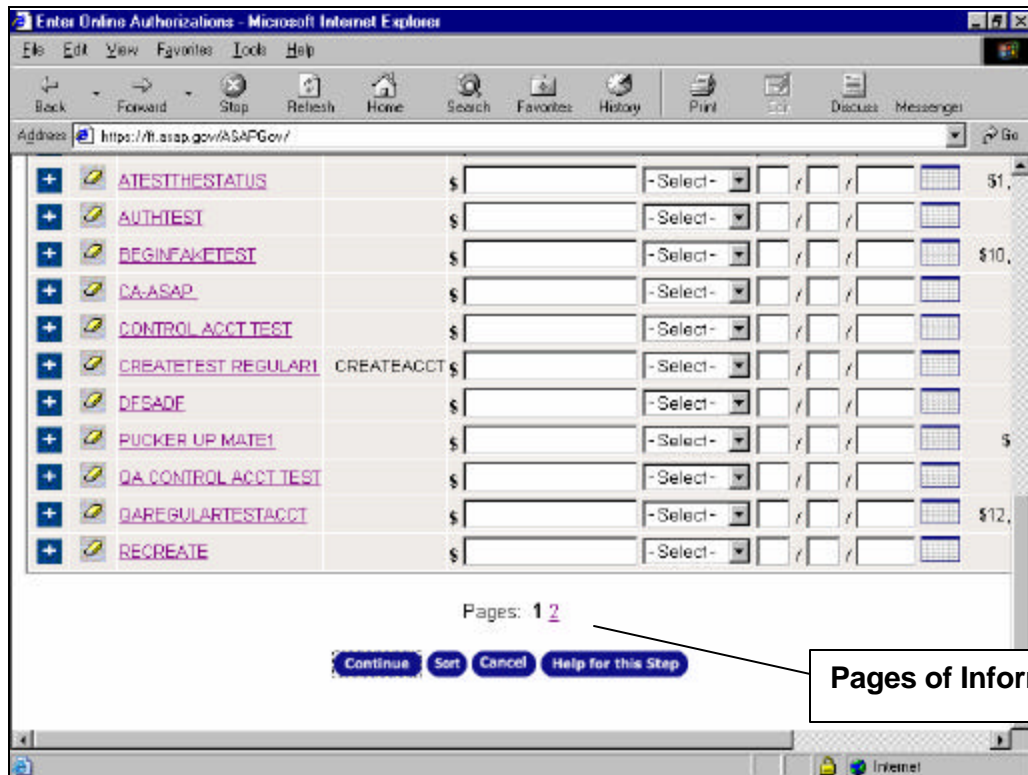
- Typing "%cat" into the Account ID field could result in "wildcat, bobcat, and cat"
- Typing "cat%" into the Account ID field could result in "catalog and cat"
- Typing "%cat%" into the Account ID field could result in "wildcat, bobcat, catalog, and cat"

Examples for use of underscore (_):

- Typing "_234" into the Account ID field could result in "1234"
- Typing "456_" into the Account ID field could result in "4567"
- Typing "67_9" into the Account ID field could result in "6789"

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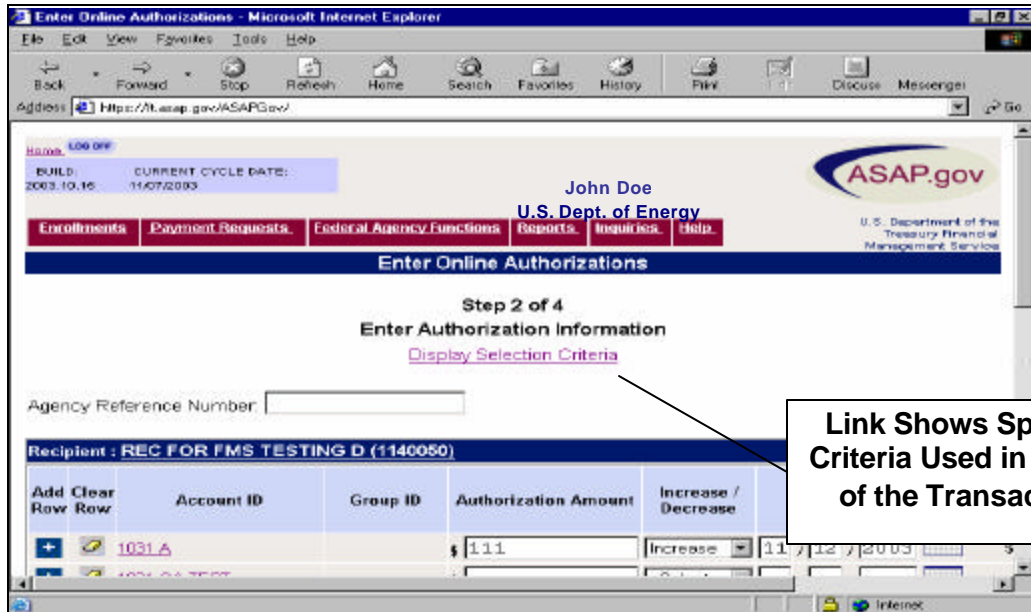
Paging



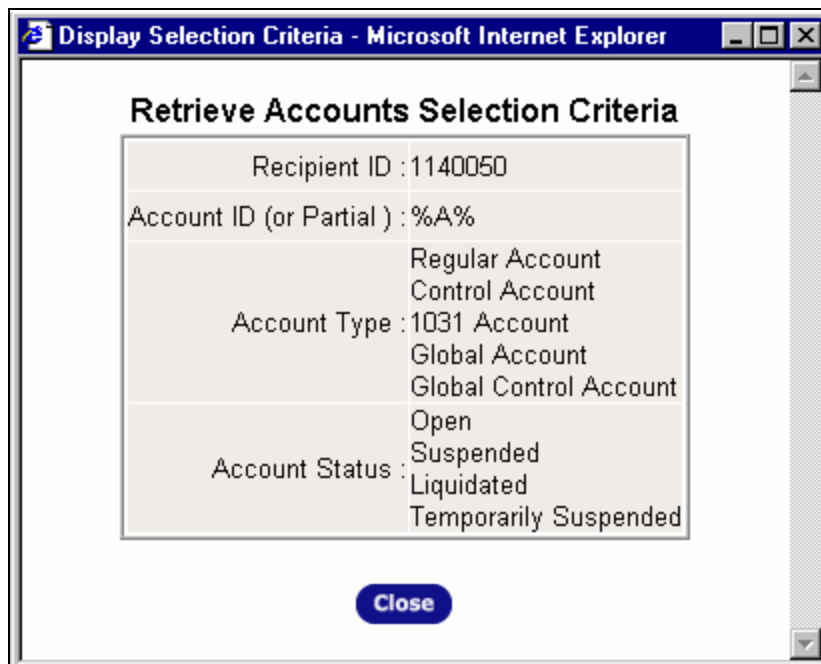
ASAP.gov uses a paging feature. If a user retrieves a listing of accounts, the number of accounts may exceed what can fit on a single page within the browser. Each page will display up to 20 account lines. In the above example, there are two pages. Users will always know which page they are one by looking at the display. In the above example, the user is at page one (in black) and page 2 is displayed as a link. The user can click on the linked pages to be taken to that page.

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Display Selection Criteria

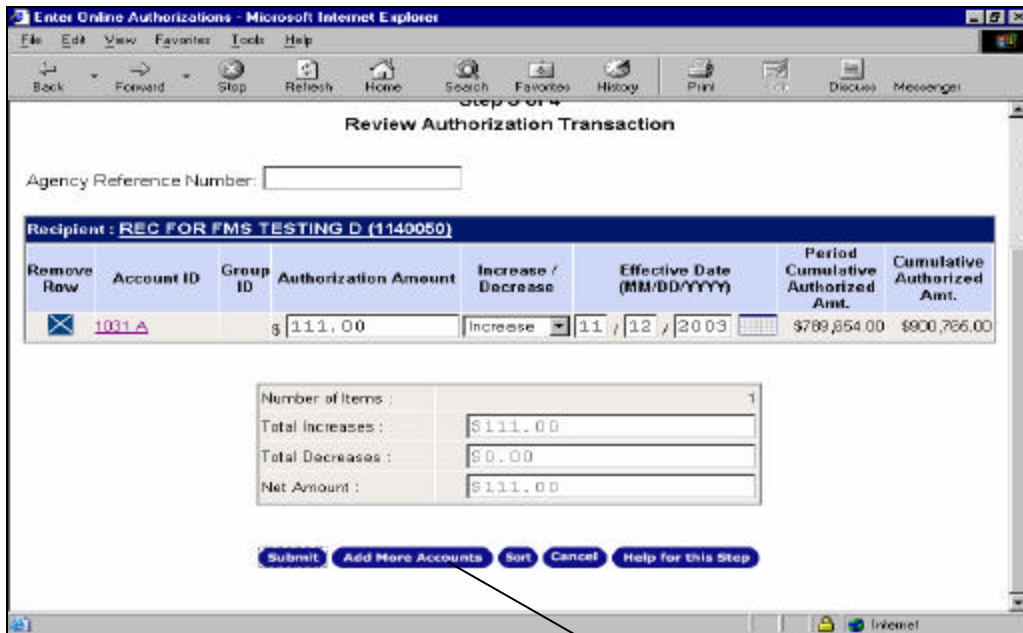


In most cases, Step 1 of a transaction requests users to specify certain criteria in order to conduct a transaction. On subsequent Steps, users have the ability to see what specific criteria they used in Step 1 by clicking the link "Display Selection Criteria" (which is always located under the Step number and the description of the Step as indicated above). Clicking this link will bring up a pop-up box as shown in the example below.

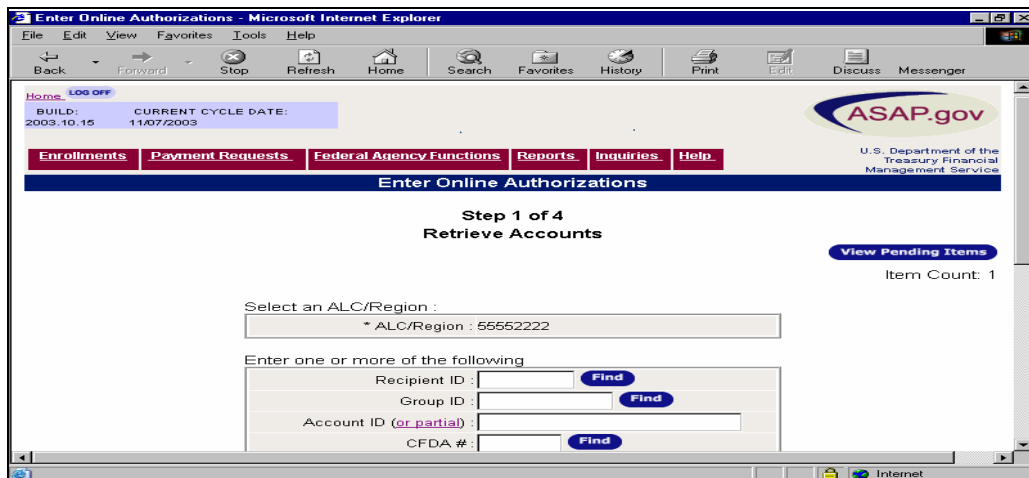


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'Shopping Cart' Feature



The Add More Accounts button (as shown above), appears on Step 3 of Enter an Online Authorization (displayed above) and Initiate a Payment Request (FPA) and will return you to Step 1 where you can enter selection criteria to retrieve additional accounts. When you return to Step 1, the transaction you just entered will be temporarily saved in a "shopping cart" and you will not be able to update certain criteria. However, you will be able to view your transaction set at any time by clicking the **View Pending Items** button located in the upper right corner of Steps 1 and 2, as shown below. The "item count" shows the number of items in the shopping cart.



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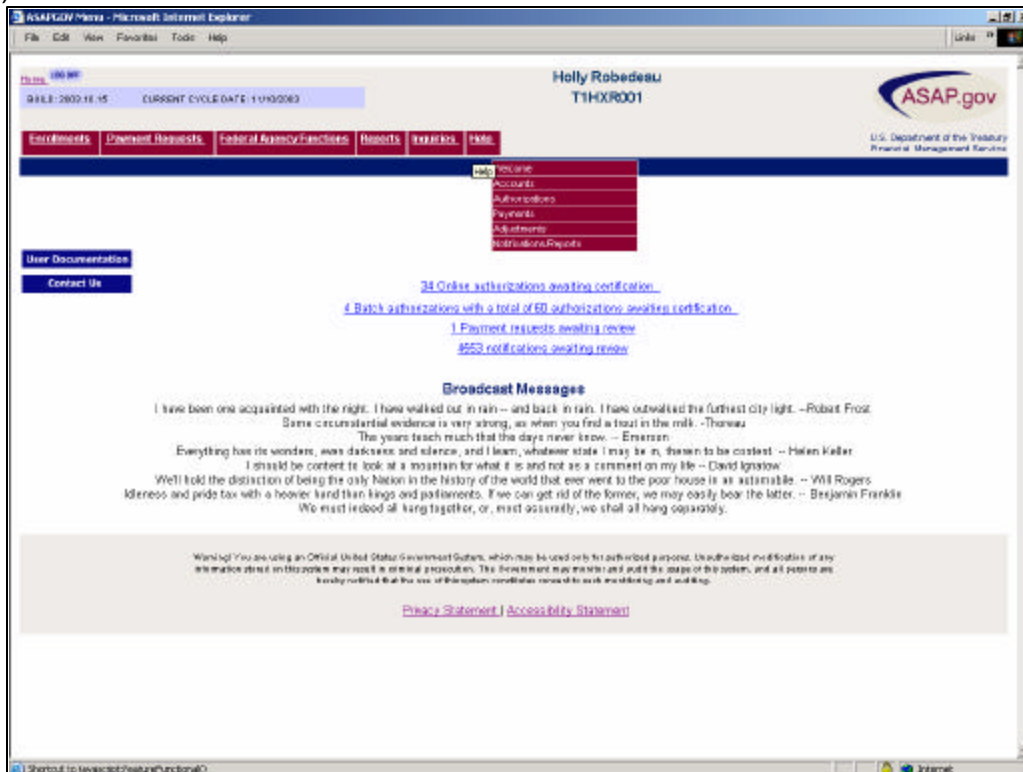
Help

ASAP.gov HELP is an Internet-based Help system available to all users via the ASAP.gov application. It provides access to extensive information that is organized to facilitate quick and easy look-up and is comprehensive to answer all questions concerning the new ASAP.gov Internet application. A readily-available Table of Contents and complete Glossary of ASAP.gov terms are also on hand for the user's aide. Help is also convenient in that special navigational features make the system easy to use. As an example, by right clicking anywhere in a window, you can print the Help page.

Access

ASAP.gov Help can be accessed two ways: 1) Through the burgundy flyover menu entitled 'Help', located in the Header, and 2) Through the blue 'Help for this Step' or 'Help for this Page' buttons located on the bottom of each transaction screen.

1)



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2)

The screenshot displays the 'Initiate Payment Request' interface. At the top, the user is identified as Helly Robedeau (T1HXR001) working for 1167962. The navigation menu includes 'Estimate', 'Payment Requests', 'Federal Agency/Function', 'Receipts', 'Inquiries', and 'Help'. The current step is 'Step 1 of 4: Retrieve Accounts'. The form prompts the user to 'Enter one or more of the following' and provides search fields for 'Recipient ID', 'ALC / Regis', and 'Account ID (optional)', each with a 'Find' button. Below this is a 'Select a Template' dropdown menu currently set to '-None-'. The 'Specify Payment Information' section includes dropdowns for 'Payment Request Type', 'Payment Method', and 'Bank Relationship', and a date field for 'Requested Settlement Date' with a 'Go' button. At the bottom, there are 'Continue' and 'Help for this Step' buttons.

When entering Help from the flyover, the user is provided the opportunity to choose the home page for a function, such as payments or authorizations, or for the Help system itself. However, if the user chooses to enter from a 'Help for this Step' or 'Help for this Page' button, a comprehensive explanation and description of the displayed Step will be provided.

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'Help for this Step' & 'Help for this Page'

One of the most unique and exciting features of the ASAP.gov system is the extensive information provided for the user to fully understand and complete each unique transaction Step within ASAP.gov. When the user selects the 'Help for this Step' and 'Help for this Page' buttons, Step-specific information is displayed. Help breaks down the Step and defines its purpose, actions, terms, and buttons to support the user during the transaction.

step 1 initiate payment request pr - Microsoft Internet Explorer

ASAP.gov HELP

HELP FOR THIS STEP
Initiate Payment Requests (PR)

Step 1 of 4
Retrieve Accounts

PURPOSE OF STEP

This is the first step of the process for a Payment Requestor to initiate a payment request. On this step, you will specify the criteria of the accounts you wish to retrieve as well as define some data to characterize the payment request.

ACTIONS FOR THIS STEP

- Specify the account(s) that you wish to retrieve.
Enter one or more of the following criteria to retrieve your desired accounts:
Recipient ID, ALC/Region, and Account ID ([OR PARTIAL](#))
Note:
 - You can search for the Recipient ID and ALC/Region using [FIND](#).
 - You can enter a partial Account ID using wildcards (the "[OR PARTIAL](#)" link provides further explanation).
- Specify Template information by entering the Template Name.
- Specify payment information by completing the following required fields:
 - Payment Request Type – select either individual or summary
 - Payment Method – select either ACH or Fedwire
 - Bank Relationship - defined on the Payment Requestor profile
 - Requested Settlement Date – if you specify Fedwire, the settlement date is the current business date (or the following business day if Funds cutoff time has passed); if you specify ACH, you must can enter a date from one to 366 days after the current business date, if the Agency allows it within the account and/or agency profile.
- You may enter an optional Requestor Reference Number.
- Click [Continue](#).

ASAP TERMS FOR THIS STEP

Definitions for the following terms are available in the Glossary. When you click on a term below, a definition will be provided. To return to this page, simply close the browser window that has provided the definition. This can be done by clicking the 'X' in the upper right-hand corner of the window.

[RECIPIENT ID](#)
[ALC/REGION](#)
[ACCOUNT ID](#)
[TEMPLATE](#)
[PAYMENT REQUEST TYPE](#)
[PAYMENT METHOD](#)
[BANK RELATIONSHIP](#)
[REQUESTED SETTLEMENT DATE](#)
[REQUESTOR REFERENCE NUMBER](#)

BUTTONS & LINKS FOR THIS STEP

[Find](#) A utility associated with helping find specific information for enterable fields, usually in specifying selection criteria.

[Continue](#) This button will advance you to the next step.

[Help for this step](#) Opens HELP in a new browser window, which gives information specific to the corresponding ASAP.gov Step.

[\(or partial\)](#) This is a link that displays a description of how the 'or partial' function behaves. When you do not know the exact entry, you can retrieve a list by using wildcard characters (%) and (_) that will precede or follow a set of data. See [FREQUENTLY ASKED QUESTIONS](#) for more information.

[NEXT STEP](#)
[PROCEDURES](#)
[TIPS & TRICKS](#)
[BACK TO TOP](#)
[ERROR MESSAGE EXPLANATIONS](#)
[PAYMENTS HOME](#)

Done Internet

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Linked Profiles

The screenshot shows a Microsoft Internet Explorer browser window titled "Initiate Payment Request - Microsoft Internet Explorer". The page content includes a header "Initiate Payment Request" and a sub-header "Step 2 of 4 Enter Payment Transactions". A form contains the following fields:

- Requestor: [PR FOR FMS TESTING D \(1105256\)](#)
- Payment Request Type: Individual
- Payment Method: ACH
- Bank Relationship: [ach#1](#)
- Requested Settlement Date: 11/10/2003

Below the form, a message states: "Your criteria matched 34 account(s). 14 accounts not shown because they are unavailable for payment or already selected." A recipient is listed as "Recipient: [REC FOR FMS TESTING B \(1115330\)](#)". There are input fields for "Cash on Hand" and "Total". A table with the following columns is displayed:

Account ID	Account Status	Requestor Reference Number	Available Balance	Amount Requested
TESTING GLOBAL	Open		\$	

A callout box labeled "ID Links" points to the underlined text in the Requestor, Recipient, and Account ID fields.

Within ASAP.gov, users can click on IDs (Requestor, Recipient, and Account) and bring up the specific profile in a pop-up. Examples of these links are shown above. An example of the Requestor profile pop-up is shown below.

The screenshot shows a pop-up window titled "Payment Requestor Profile - Microsoft Internet Explorer". The profile information is as follows:

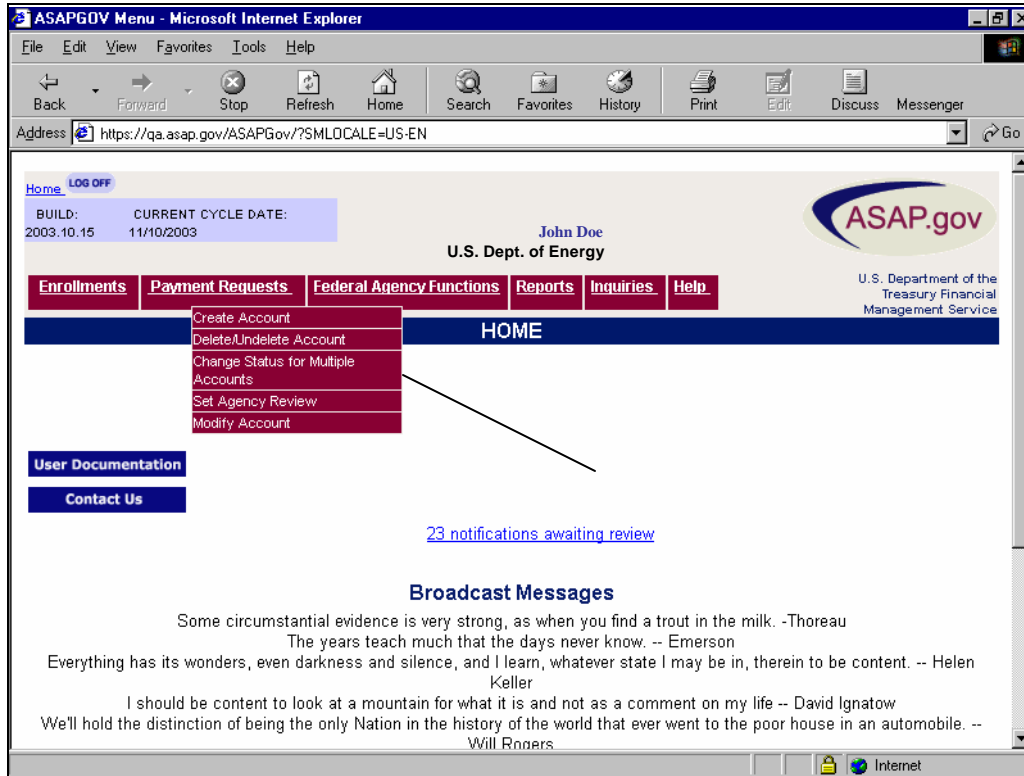
Name	PR FOR FMS TESTING D
Requestor ID	1105256
Organization Type	INDIAN TRIBAL ORGANIZATION
Taxpayer ID Number (TIN)	111111111
DUNS Number	
Address Line 1	123 FMS TEST DRIVE
Address Line 2	

Requestor Profile Pop-up Accessed by Clicking ID Link

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Accounts:

Change Status for Multiple Accounts



Federal Agency Users can change the status for multiple accounts in ASAP.gov. Although this feature's main purpose is to "temporarily suspend" accounts in the event of a debt ceiling crisis, it can be used to suspend all accounts of a requestor, a recipient, or all accounts that belong to the user's agency. The user will be asked to specify some specific criteria on Step 1, and then will be taken to a Step 2, which will show all the accounts, which were returned from the search criteria.

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Change Status for Multiple Accounts - Microsoft Internet Explorer

Address: https://qa.asap.gov/ASAPGov/

Home LOG OFF

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/10/2003

John Doe
U.S. Dept. of Energy

ASAP.gov

U.S. Department of the Treasury
Financial Management Service

Enrollments Payment Requests Federal Agency Functions Reports Inquiries Help

Change Status for Multiple Accounts

Step 2 of 4
Select Accounts
[Display Selection Criteria](#)

Your criteria matched 63 account(s)

Recipient : REC FOR FMS TESTING D (1140050)

Select	Account ID	Account Type	Available Balance	Status	Temporary Susp
<input checked="" type="checkbox"/>	1031 A	1031 Account	\$900,765.00	Open	
<input checked="" type="checkbox"/>	1031 QA TEST	1031 Account	\$1,000,500.00	Open	
<input checked="" type="checkbox"/>	1031 TEST ACCOUNT	1031 Account	\$0.00	Temporarily Suspended	BLAH BLAH
<input checked="" type="checkbox"/>	1031-1	1031 Account	\$0.00	Open	

Every Account is Selected

Notice how every account is selected. ASAP.gov assumes that if user has selected "Change Status for Multiple Accounts", then the user will want all the accounts to be selected. The user can deselect those accounts they do not wish to change. If the user does not deselect an account, does not change the status, and clicks continue, the account will carry forward to Step 3 with the same status displayed in Step 2. If the user only wants to change one status for one account, then the user should use the "Modify Account" Feature from the drop-down menu. In the above example, the user is also presented with a pull-down list for status to change the status for one or multiple accounts.

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In addition, "Temporary Suspension Reason" and "Temporary Suspension Reminder Date" fields are also displayed. These are only used if the user is changing the status to "Temporary Suspend". If the user changes the status to Temporary Suspend, then the reason field is mandatory. The reminder date is optional and will display a reminder to the user on (and after) the date entered that there are Temporarily Suspended Accounts.

The screenshot shows a Microsoft Internet Explorer browser window titled "Change Status for Multiple Accounts - Microsoft Internet Explorer". The address bar displays "https://qa.asap.gov/ASAPGov/". The main content area features a table with three rows of account information:

<input checked="" type="checkbox"/>	ATEST	Regular Account	\$650,000.00	Open	
<input checked="" type="checkbox"/>	ATESTTHESTATUS	Regular Account	\$999,800.00	Suspended	
<input checked="" type="checkbox"/>	AUTHTEST	Regular Account	\$148,179.02	Open	

Below the table, there are navigation links: "Pages: 1 2 3 4".

The interface includes three main action buttons:

- Set Temporary Suspension** on all selected Accounts (all pages): This button is associated with a form containing a "Temporary Suspend Reason:" text input field and a "Temporary Suspend Reminder Date:" date input field.
- Remove Temporary Suspension** on all selected Accounts (all pages)
- Modify Status** on all selected Accounts(all pages) to: Open (with a dropdown menu)

At the bottom of the form area, there are four buttons: "Continue", "Sort", "Cancel", and "Help for this Step".

The browser's status bar at the bottom shows "Error on page." and "Internet".

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The user also has the option to change the status of all selected accounts all at once, as shown below. If the Federal Agency user needs to Temporarily Suspend all accounts, all pages, they would fill out the section displayed. Once the user clicks “Set Temporary Suspension”, the screen refreshes and all selected accounts are changed. Both actions are shown below.

Set Temporary Suspension on all selected Accounts (all pages)

Temporary Suspend Reason: Temporary Suspend Reminder Date: / /

Remove Temporary Suspension on all selected Accounts (all pages)

Modify Status on all selected Accounts(all pages) to

Change Status for Multiple Accounts - Microsoft Internet Explorer

Address: https://qa.asap.gov/ASAPGov/

Change Status for Multiple Accounts

Step 2 of 4
Select Accounts
[Display Selection Criteria](#)

Your criteria matched 63 account(s)

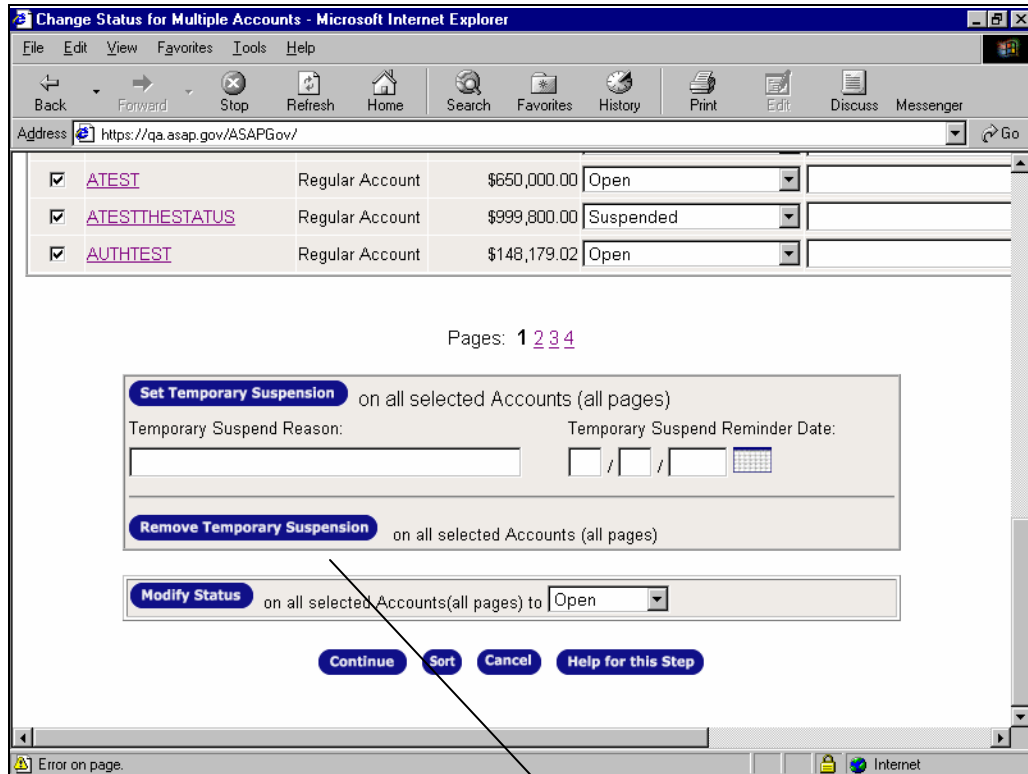
Recipient : REC FOR FMS TESTING D (1140050)

Select	Account ID	Account Type	Available Balance	Status	Temporary Susp
<input checked="" type="checkbox"/>	1031 A	1031 Account	\$900,765.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031 QA TEST	1031 Account	\$1,000,500.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031 TEST ACCOUNT	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-1	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-2	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-3	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-4	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-5	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri
<input checked="" type="checkbox"/>	1031-6	1031 Account	\$0.00	Temporarily Suspended	Debt Ceiling Cri

Done Internet

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If the user wants to remove Temporary Suspend, then the user clicks “Remove Temporary Suspension” and the page refreshes and all accounts revert back to their original status¹.

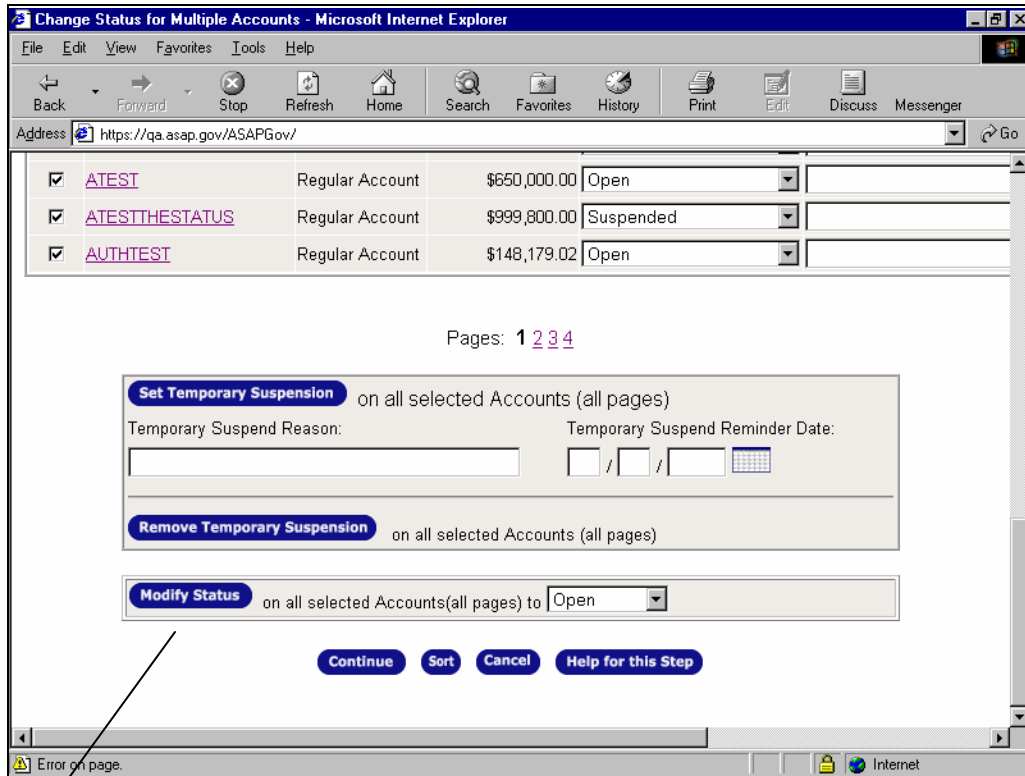


Click Here to Remove Temporary Suspension

¹ If the end date of the account has passed since the account was on temporary suspension, then the account will now display a status of “suspended” and not open

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The user can also change all the accounts that are selected to another status. However, business rules do apply.



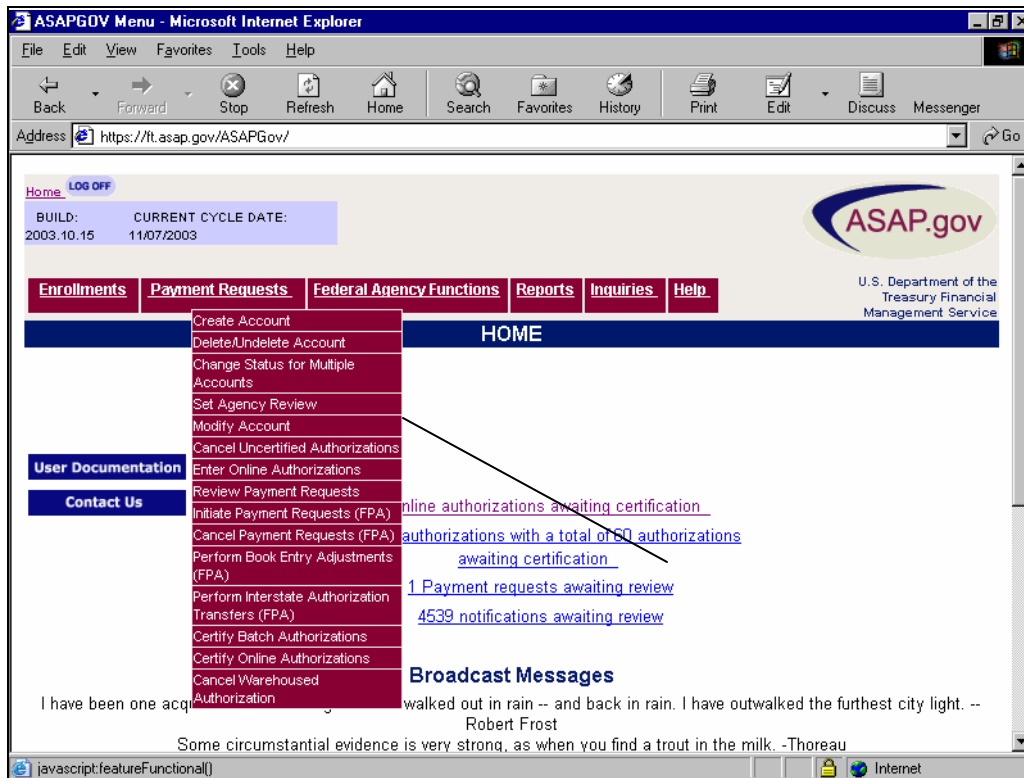
**Use this Button to Change All
Statuses for All Selected Accounts**

For example, a suspended account cannot be reopened if the end date is in the past. ASAP.gov will alert the user if an error occurs and will not allow the user to progress further until the error is corrected.

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Accounts:

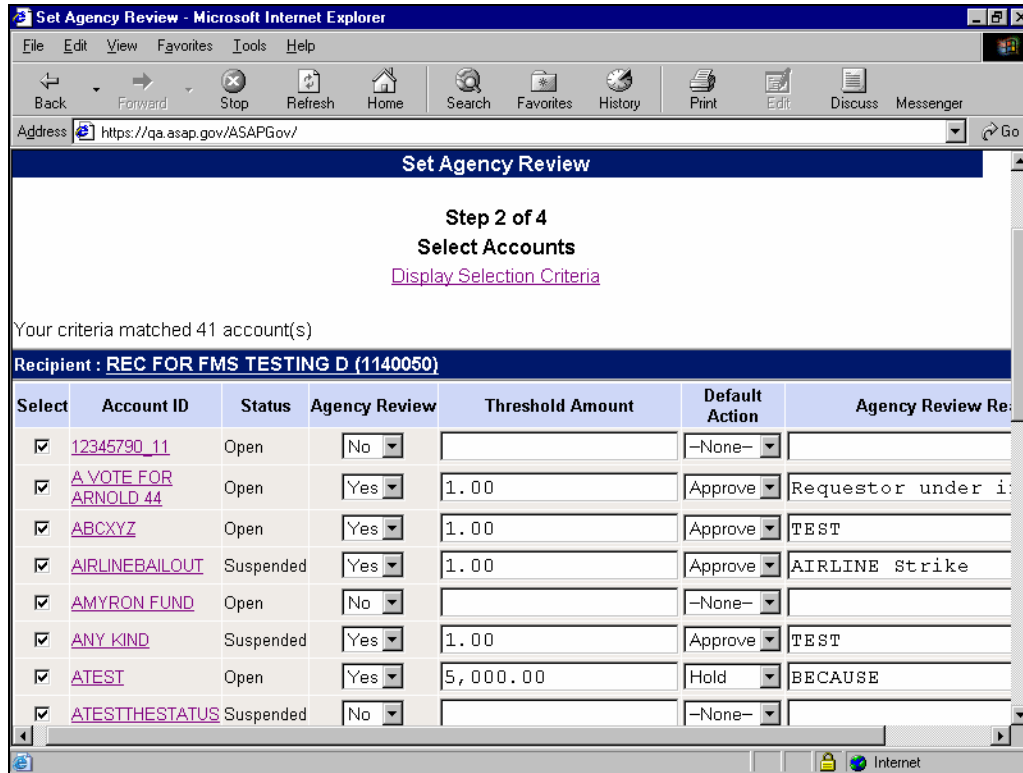
Set Agency Review



An Agency user can select one or many accounts to be set for agency review. This feature should only be used in conjunction with specific Agency's policies and procedures and MUST be communicated to the Requestor as to why a specific account will be set with Agency Review. In addition, this feature is used to set Agency Review on more than one account. If the Agency user wishes to set Agency review for only one account specifically, then the user may wish to select "Modify Account" from the drop-down menu.

This feature will set an account on Agency Review, a threshold amount, a default action, and a reason for Agency Review. In Step 1, as in all other Steps, the user will be asked to define the accounts, which will be displayed in Step 2. In Step 2, the user will be presented with a list of accounts as shown on the next page.

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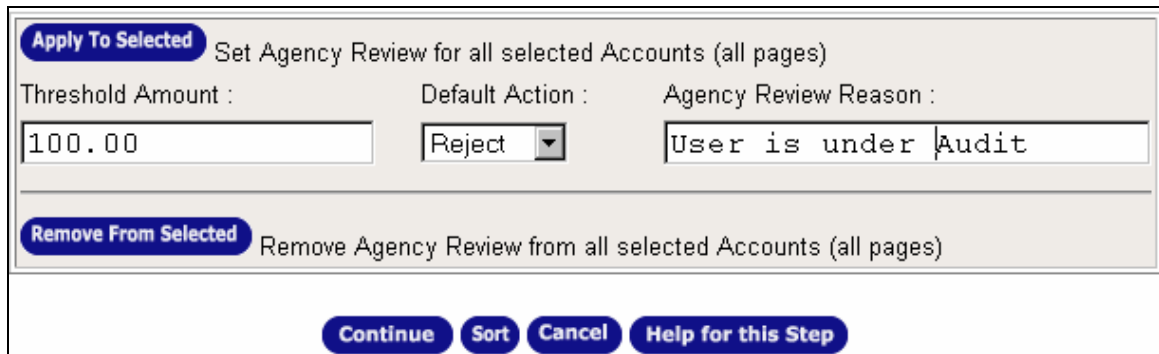
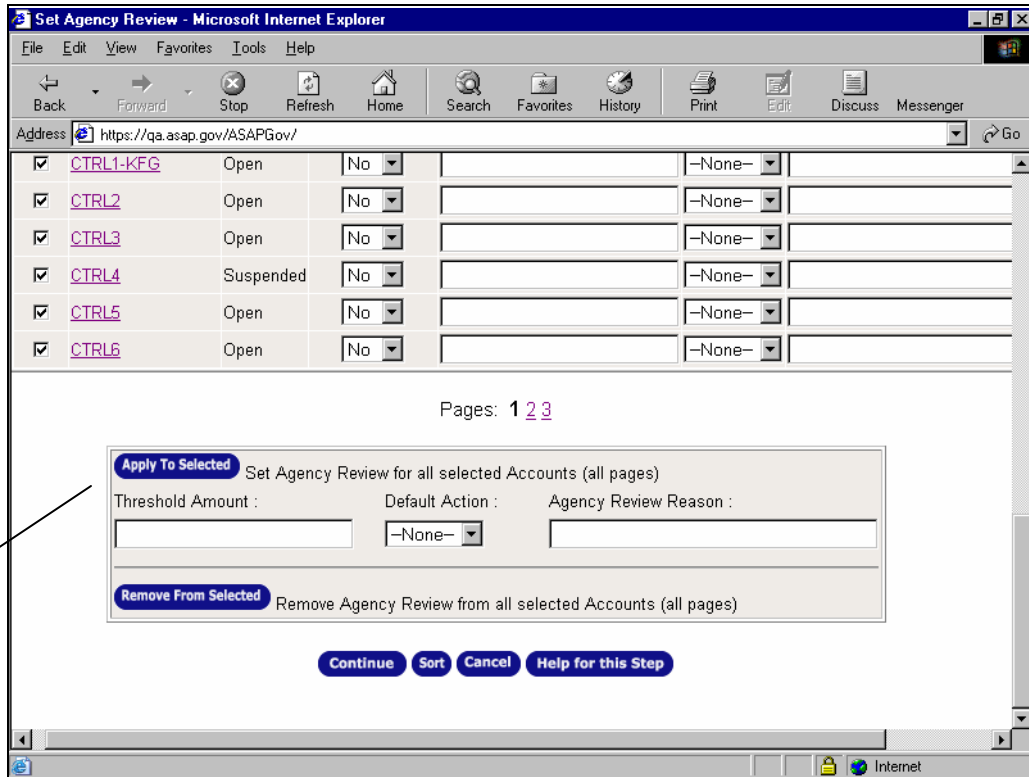


Notice how some accounts already are placed on Agency Review. Definitions for the above displayed fields are as follows:

- **Agency Review** – This sets the account for Agency Review. If “No”, then the account is not under Agency Review. If “Yes”, the account is set for Agency Review.
- **Threshold Amount** – The user sets this amount. If the Payment Request is equal to or greater than the threshold amount, the payment will be placed on Agency Review. In the above example the account “A VOTE FOR ARNOLD 44” has a threshold amount of \$1.00. Therefore every payment request that exceeds \$1.00 will be placed on review. If user types a 0.00 into this field, every payment request will be placed on Agency Review.
- **Default Action** – This is the action that will occur after three (3) business days after the payment request is under review. For example, a Requestor makes a payment request for \$5.00 on the account “A VOTE FOR ARNOLD 44”. After three (3) business days, the payment request is approved automatically (since the Agency User took no action). The Default Actions are: Hold, Reject, Approve.
- **Agency Review Reason** – This field must be filled out if the account is put on Agency Review.

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Like the previous section (Accounts), the user may also wish to set Agency Review for all accounts on all pages, as shown below. The user needs to fill out the threshold amount, the default action, and Agency Review Reason, then click "Apply to Selected".



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The screen will refresh and all selected accounts and all pages will be placed under Agency Review. This is convenient if the User needs to place all accounts for a particular recipient or requestor on review.

Set Agency Review

Step 2 of 4
Select Accounts
[Display Selection Criteria](#)

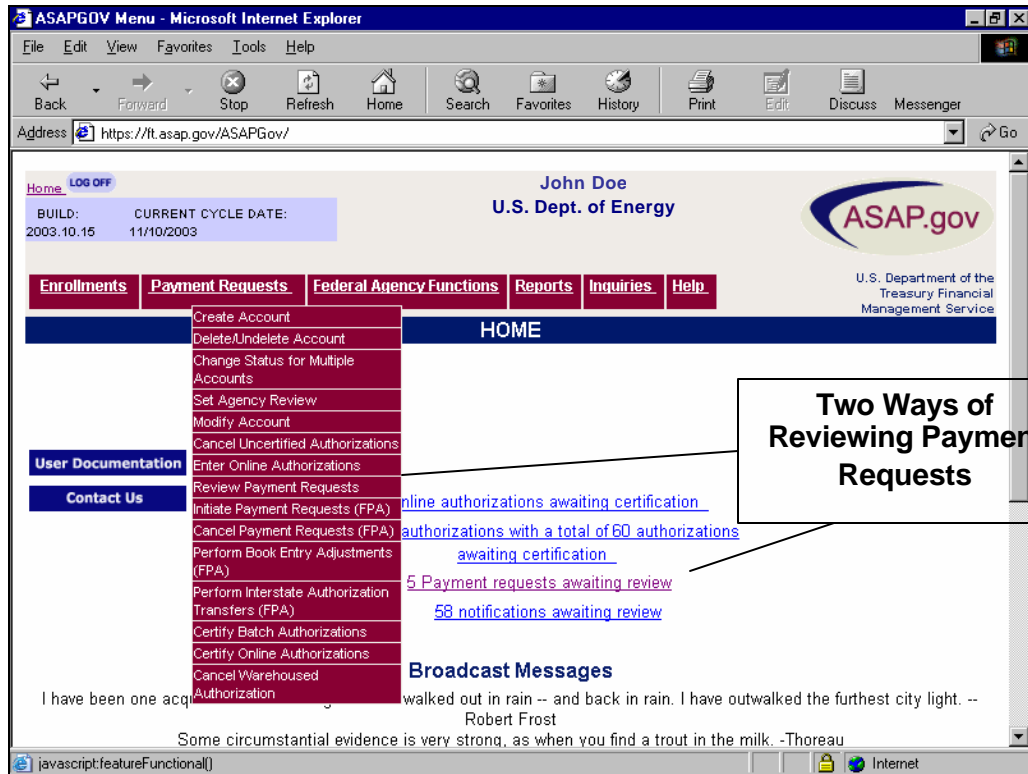
Your criteria matched 41 account(s)

Recipient : **REC FOR FMS TESTING D (1140050)**

Select	Account ID	Status	Agency Review	Threshold Amount	Default Action	Agency Review R
<input checked="" type="checkbox"/>	12345790_11	Open	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	A VOTE FOR ARNOLD 44	Open	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	ABCXYZ	Open	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	AIRLINEBAILOUT	Suspended	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	AMYRON FUND	Open	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	ANY KIND	Suspended	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	ATEST	Open	Yes	100.00	Reject	User is under Au
<input checked="" type="checkbox"/>	ATESTTHESTATUS	Suspended	Yes	100.00	Reject	User is under Au

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Review Payment Requests



Federal Agency Users have two ways to Review Payment Requests from Payment Requestors. These are Payment Requests initiated from Accounts that have been put under Agency Review (see previous section). Users can either use the drop-down menu and choose "Review Payment Requests" or click on the link on the homepage that states "# Payment requests awaiting review".

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The user is taken to Step 1 of 4. The user can select the first radio button to view all payment requests awaiting review, or can use the date parameter option.

Review Payment Requests - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Print Edit Discuss Messenger

Address https://ft.asap.gov/ASAPGov/?Screen=ASAPGOVMenu&Button_ReviewPaymentRequests= Go

BUILD: 2003.10.15 CURRENT CYCLE DATE: 11/10/2003

ASAP.gov
U.S. Department of the Treasury Financial Management Service

Enrollments **Payment Requests** **Federal Agency Functions** **Reports** **Inquiries** **Help**

Review Payment Requests

Step 1 of 4
Retrieve Payment Requests

Select only one of the following options :

All Payment Requests

Date Type (MM/DD/YYYY):

-None- From: / / Through: / /

Continue **Help for this Step**

Once the user clicks "Continue", the screen displays Step 2 of 4 and the user is presented with the Payment Requests awaiting review.

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The user may do one of four things on Step 2:

- Select None – The first choice in the pull-down menu next to the payment request. This will leave the Payment Request as is for the time being.²
- Approve the Payment Request – By selecting Approve in the pull-down menu in the first column next to the payment request.
- Reject the Payment Request – By selecting Reject in the pull-down menu in the first column next to the payment request. If User selects Reject, use must fill in a reject reason to continue.
- View Details of the Payment Request – This allows the user to view the specifics of the payment request(s) and allows the user to also take action on the payment request(s). If the Payment Request is a Summary Payment request, viewing details will itemize all the payment requests within the Summary Payment Request and the above screen will have a number greater than “1” in the items column to signify that there is more than one Payment Request in the details.

Action	Number of Days on Review	Entry Date and Time	Requested Settlement Date	Total Amount Requested	Items	Payment Method	Details	Rejection Reason
None	1	11/07/2003 06:10	11/10/2003	\$100,000.00	1	ACH	Q	
None	1	11/10/2003 13:22	11/12/2003	\$300.00	1	ACH	Q	
None	1	11/10/2003 13:22	11/12/2003	\$200.00	1	ACH	Q	
None	1	11/10/2003 13:49	11/12/2003	\$15.00	1	ACH	Q	
None	1	11/10/2003 13:27	11/12/2003	\$500.00	1	ACH	Q	

Selection
Dropdown
Box

View Details

² Although once 3 business days pass, the default action occurs. Default Action is set during Agency Review and is discussed in the previous section.

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The example below shows what the user, specifically a Certifying Officer would see if the user clicked the “details” icon. Only the Certifying Officer has the ability to approve the Payment Request with a lesser amount than the original amount requested. Any other user would only have the authority to either reject or approve the Payment Request.

Number of Days on Review:	1
Requested Settlement Date:	11/12/2003
Entry Date and Time:	11/10/2003 13:27
Total Amount Requested:	\$500.00
Total Amount Approved:	\$ <input type="text"/>
Actual Approved Amount:	\$ <input type="text"/>
Items:	1
Payment Method:	ACH
Modification Reason:	<input type="text"/>

For example, the Certifying Officer decides that \$500.00 is too much money to request on this account that is under review. The Certifying Officer scrolls down to the actual Payment Request and changes the amount to \$450.00 and selects “Approve”.

Actual Approved Amount:	\$ 450.00
Items:	1
Payment Method:	ACH
Modification Reason:	<input type="text"/>

Recipient : REC FOR FMS TESTING D (1140050)						
Action	Account ID	Review Reason	Account Status	Amount Requested	Approved Payment Amount	Available Balance
Approve	A VOTE FOR ARNOLD 44		Open	\$500.00		\$3,642,011.00
	A VOTE FOR ARNOLD 44 - BUDGET FOR FOOD			\$500.00	\$ 450.00	

Notice how the “Actual Approved Amount” (displayed in the table above the actual Payment Request) also displays \$450.00. The Certifying Officer needs to manually enter in the same amount into the “Total Amount Approved” field. In addition, the Certifying Officer must enter a reason why the original Payment Request is being modified. These two items are only used if the Certifying Officer changes the original amount of the Payment Request. These fields are not required if the Payment Request is being rejected or approved for the full amount.

Magnified View

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The user can click submit and is taken to Step 4 of 4.

Review Payment Requests

Step 4 of 4
Approved/Rejected Payments Confirmation

Number of Days on Review:	1
Requested Settlement Date:	11/12/2003
Entry date and time:	11/10/2003 13:27
Total Amount Requested:	\$500.00
Total Amount Approved:	\$450.00
Actual Approved Amount:	\$450.00
Items:	1
Payment Method:	ACH
Modification Reason:	500 is too much!!!

Recipient : REC FOR FMS TESTING D (1140050)

Action	Account ID	Agency Review Reason	Account Status	Amount Requested	Approved Payment Amount	Available Balance	Rejection Reason
Approved	A VOTE FOR ARNOLD 44		Open	\$500.00	\$450.00	\$3,641,561.00	
	A VOTE FOR ARNOLD 44 - BUDGET FOR FOOD			\$500.00	\$450.00		

ASAP.gov New Features Guide - Federal Program Agencies

Printer Friendly Options

The “Printer Friendly” button allows you to print the page you are viewing in ASAP.gov. For example, you may wish to print the page confirming a transaction in order to keep a document for your records. The use of “Printer Friendly” removes the graphics and other fields that you see on the screen and formats the information in the form of a printed document. “Printer Friendly” buttons are located on transaction confirmation pages (typically Step 4 of 4) in ASAP.gov.

The screen you are viewing in the ASAP.gov application is converted into a file format referred to as a Portable Document Format (PDF) file. This file can be viewed on the screen, printed, or downloaded.

The use of the “Printer Friendly” button launches a software program called Adobe Reader. You must have Adobe Reader installed on the PC you are using to access ASAP.gov. Also, Adobe Reader is available to download by clicking the “Get Adobe Reader” icon on the ASAP.gov homepage. You may also go to www.adobe.com.

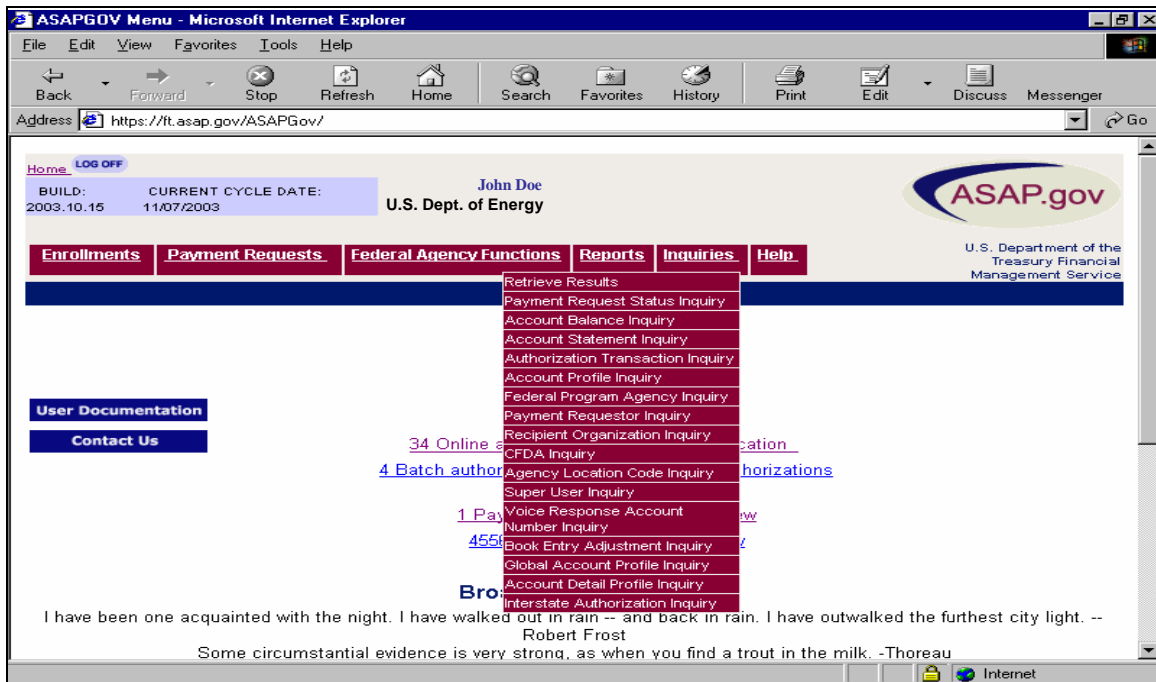
Once installed on your PC, the Adobe reader program will launch each time you use the “Printer Friendly” button. The screen you are viewing in ASAP.gov is converted to a Portable Document Format (PDF) file. Adobe Reader allows you to print this file and/or download the PDF file to your PC for future use.

There is no cost to download the free version of Adobe Reader from either the ASAP.gov homepage or directly from www.adobe.com; however, Adobe does offer different versions for a cost.

ASAP.gov New Features Guide - Federal Program Agencies

Inquiries and Reports:

Inquiries



Inquiries available in ASAP.gov are all listed in the drop down menu for Inquiries. Once a specific Inquiry is chosen, the user is taken to the relevant data retrieval screen. Once the criteria is entered for the Inquiry, the user can select the type of format in which they wish to view the Inquiry. The following formats are available to the user:

- HTML – Web based format, for immediate viewing
- PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- CSV.zip – Like CSV above, but in a .zip file

It is important to note that if the user wants to immediately view an Inquiry they must select the HTML version. Once they select HTML, a message appears stating that the Inquiry is in process and will be presented to the user when compiled. The screen will refresh every 10 seconds until the HTML Inquiry is completed. Large Inquiries may take several minutes to process. Several factors impact how quickly an Inquiry is generated once the user submits it for processing.

ASAP.gov New Features Guide - Federal Program Agencies

These factors include the size of the Inquiry, the criteria involved, and date parameters. The user has the option of retrieving the Inquiry later by selecting the retrieve results option on the drop down menu.

If the user wishes to download an Inquiry, regardless of format, the user can download or view the inquiry by accessing the 'retrieve results' portion of the inquiry pull down menu.

Delete	Inquiry Name	Pages	Size (KB)	Date	Status
<input type="checkbox"/>	Payment Request Status Inquiry - (PDF)	7	17.08	11/03/2003 15:45:49	Completed
<input type="checkbox"/>	Payment Requestor Inquiry - (PDF)	1	7.37	10/23/2003 09:21:17	Completed
<input type="checkbox"/>	Payment Request Status Inquiry - (PDF)	1	6.83	10/22/2003 09:40:01	Completed
<input type="checkbox"/>	Federal Program Agency Inquiry - (HTML)	1	9.88	10/02/2003 14:56:02	Completed
<input type="checkbox"/>	Account Balance Inquiry - (HTML)	1	5.37	09/25/2003 13:26:54	Completed
<input type="checkbox"/>	Account Profile Inquiry - (HTML)	1	11.04	09/24/2003 14:56:10	Completed
<input type="checkbox"/>	Payment Requestor Inquiry - (HTML)	1	8.55	09/24/2003 10:41:33	Completed
<input type="checkbox"/>	Voice Response Account Number Inquiry - (HTML)	1	6.36	09/22/2003 13:30:04	Completed
<input type="checkbox"/>	Account Profile Inquiry - (HTML)	1	9.66	09/22/2003 13:03:13	Completed

Example of
"Retrieve Inquiry Results"
Listing

Saving Inquiries

If you inquire in any format it (except HTML) can be saved on a diskette or CD, on your hard drive, or on your network. The .csv format provides you with the option to manipulate the data to better meet your needs. However, please note that, for large reports, if saved on your PC or network, it will remain there until you delete it. If the report is not something you need to keep electronically, you may consider saving it with the same name each time so that you do not retain multiple copies that take up valuable space.

Exiting from a PDF or HTML Inquiry

When retrieving an inquiry in PDF or HTML format, a second browser window is opened. Click the X in the upper right corner to close this window and return to ASAP.gov. The inquiry is available in a Printer Friendly version by clicking the button.

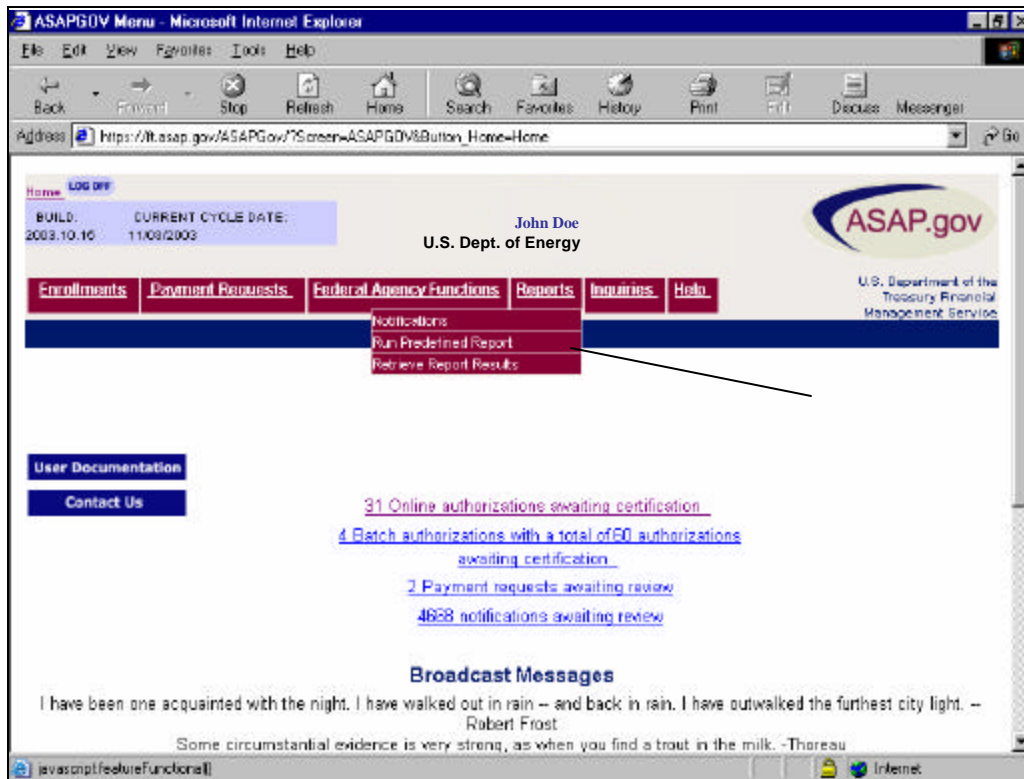
ASAP.gov New Features Guide - Federal Program Agencies

Availability of Inquiries

Inquiries remain available for retrieval until they are manually deleted. If you immediately view or retrieve an inquiry at a later time, this does not automatically remove it from the 'Retrieve Inquiry Results' list.

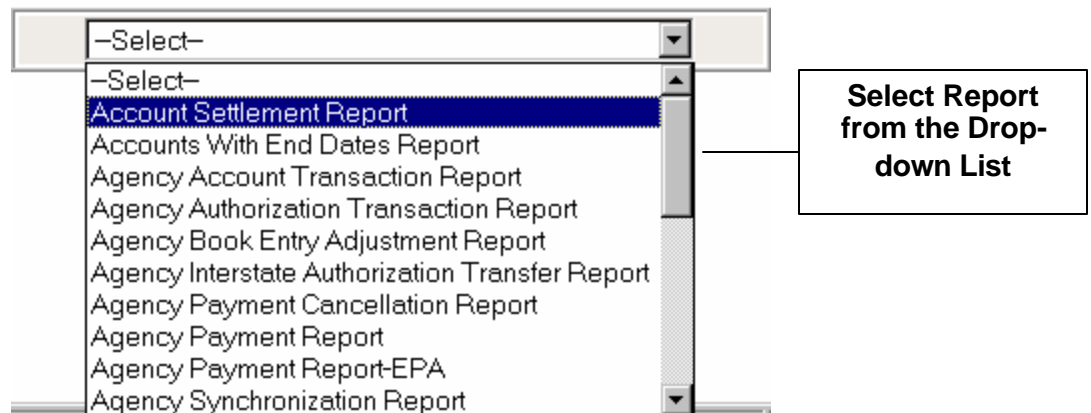
ASAP.gov New Features Guide - Federal Program Agencies

Reports



Federal Agency Users may run pre-defined reports at any time. Unlike Inquiries, the pre-defined reports are not listed in the drop down menus. Once the user clicks on "Run Predefined Report" as shown above, the user is presented with a list of available reports (shown below).

Step 1 of 3 Select Report





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Each report has a unique data retrieval screen. Once the user selects a report from the pull-down list, they are asked to enter criteria for the report. Reports are generated in various formats depending on the user's specific needs. These formats are shown below:

- ◆ HTML – Web based format, for immediate viewing
- ◆ PDF – Adobe Acrobat format (you will need Adobe Acrobat installed in order to read this format)
- ◆ PDF.zip – Like Adobe Acrobat format above, but in a .zip file
- ◆ CSV – A common database format that can be read by most spreadsheet programs (Microsoft Excel, Microsoft Access, Lotus 123, etc.)
- ◆ CSV.zip – Like CSV above, but in a .zip file

Inquiries take precedence over reports in the queue; therefore it may take some time for a selected report to be returned. Unlike Inquiries, Reports are not available immediately using HTML. Several factors impact how quickly a report is generated once the user submits the report for processing. These factors include the size of the report, the criteria involved, and date parameters. To retrieve a report, the user selects "Retrieve Report Results" from the pull down menu. This option will take the user to a table holding all the reports the user has requested along with relevant information. The user only needs to click on the title of the report in order to view it or download it. Reports will stay on the list until the user deletes them. In addition, a specific user's report is not viewable to other users.

Delete	Report Name	Pages	Size (KB)	Date	Status
	Agency Payment Cancellation Report - (HTML)	1	7.74	10/09/2003 16:08:16	Completed
	Payment Warehouse Report - (PDF)	2	7.46	10/09/2003 10:02:08	Completed

Important: Data in reports is available for up to and including the previous business day. Inquiries will include same day information if requested.

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Saving Reports

If you generate a report in any format it (except HTML) can be saved on a diskette or CD, on your hard drive, or on your network. The .csv format provides you with the option to manipulate the data to better meet your needs. However, please note that, for large reports, if saved on your PC or network, it will remain there until you delete it. If the report is not something you need to keep electronically, you may consider saving it with the same name each time so that you do not retain multiple copies that take up valuable space.

Exiting from an HTML Report or Inquiry

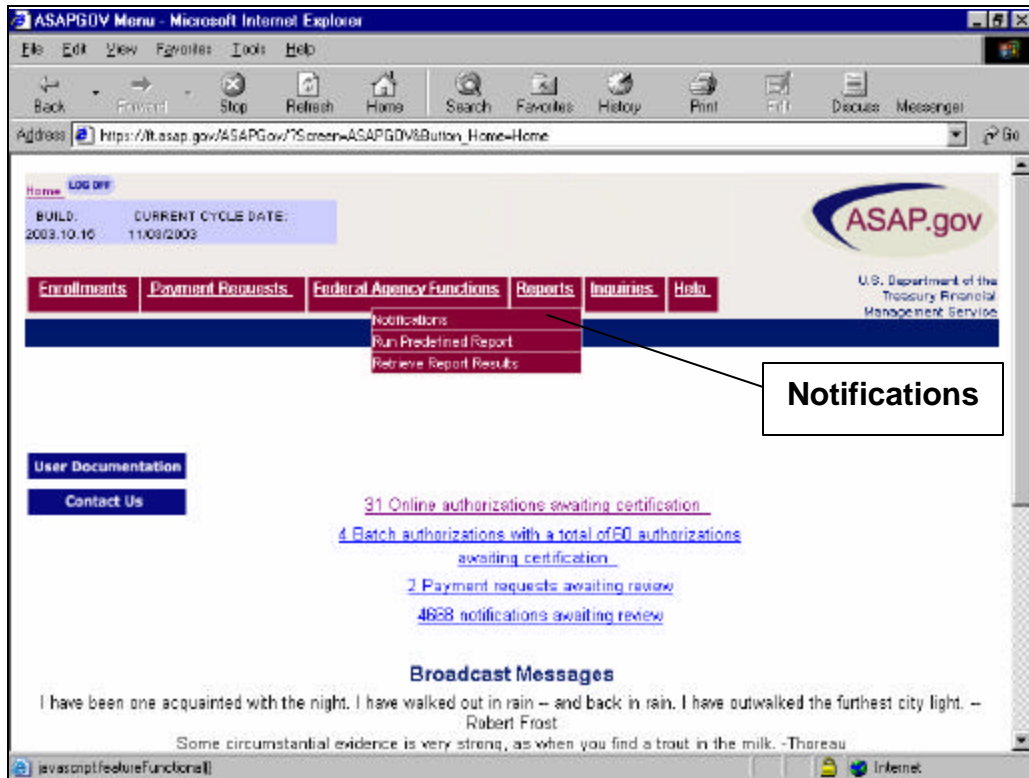
When retrieving a report in PDF or HTML format, a second browser window is opened. Click the X in the upper right corner to close this window and return to ASAP.gov.

Availability of Reports

Reports remain on the list until they are manually deleted. If you retrieve a report, this does not affect its availability for retrieval at a later date by yourself or another user.

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Notifications

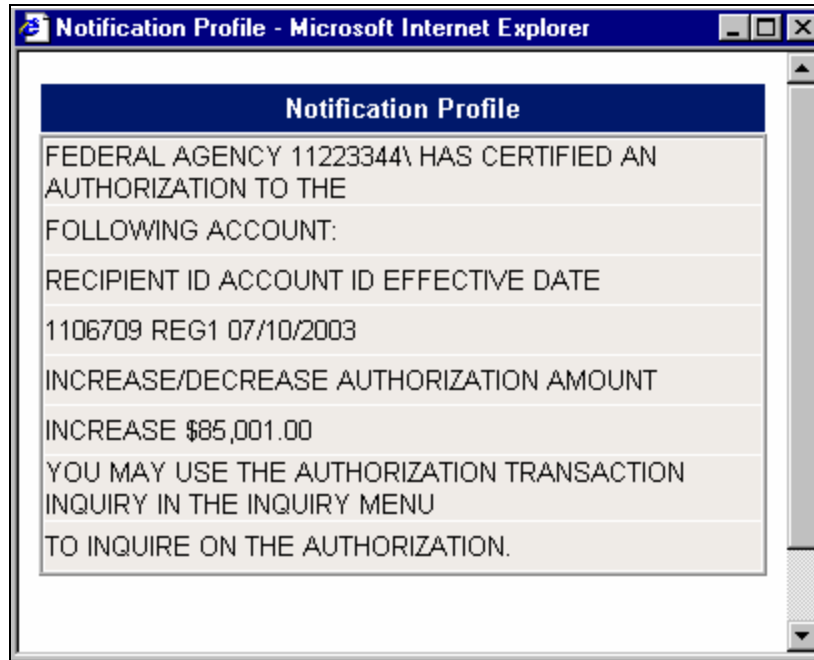


ASAP.gov users may retrieve notifications using the Reports drop down menu. (Homepage Messages and Broadcast Messages are discussed in the first portion of this document). The notifications option takes the user to a criteria screen to either read all unread notifications or to view notifications based on a specific data parameter.

Status	Date/Time Sent	Sender ID	Sender Name	View Details
Unread	10/22/2003 10:04:28	e1ofcr01	e1ofcr01	
Unread	10/21/2003 14:27:14	T1CXT001	T1CXT001	

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The user may delete the notification, leave it as unread, or change it to read. To view the notification, the user clicks on the icon under "view details". An example of a notification is shown below.



Users also receive notifications via email for certain transactions. The email address stored in the user's profile is used to send email notifications. The only actions that generate an email to the Requestor and Recipient are:

1. Cancel payment request by FPA (when a Federal Agency cancels a payment request)
2. Review Payment Request (specifically rejected payment requests)

Retrieving All Unread Notifications vs. Entering Specific Criteria

ASAP.gov's default is to retrieve all Unread Notifications (note the radio button is turned on for this option). Even though you entered a Date Range and Notification Status criteria, if you did not click the radio button for this option, the default option will be to retrieve all Unread notifications.

Leaving Notifications as Unread

Although a Notification Status can remain as Unread, ASAP.gov requires that a status be changed to proceed to Step 3. If you wish to view the details of a Notification without changing the Notification Status, click Cancel when you have completed reading the Notifications of interest to you.

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Organizational Notifications vs. Individual Notifications

Notifications belong to the individual user NOT the organization. As such, if one user views a notification, it does not change the status of the notification for other users in the organization. Each user is responsible for their own notifications.