DOJ User Training

Automated Standard Application for Payments

Who we are:

U.S. Department of the Treasury

Bureau of Fiscal Service

KC Financial Center

Diversified Payment Services

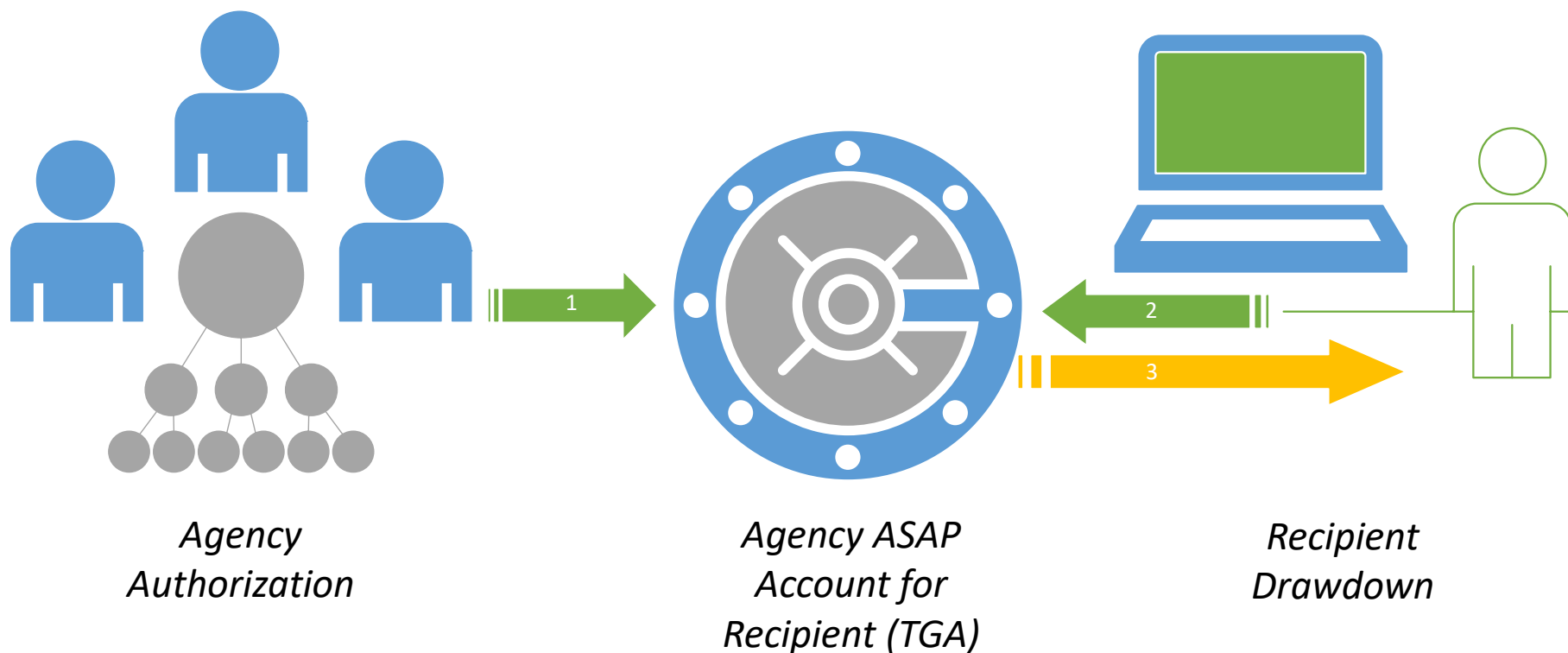Automated Standard Application for Payments | ASAP.gov

Treasury's pull-payment system for federal agencies to quickly pay recipient organizations

What we do:

- Assist federal agencies to authorize and manage electronic payments

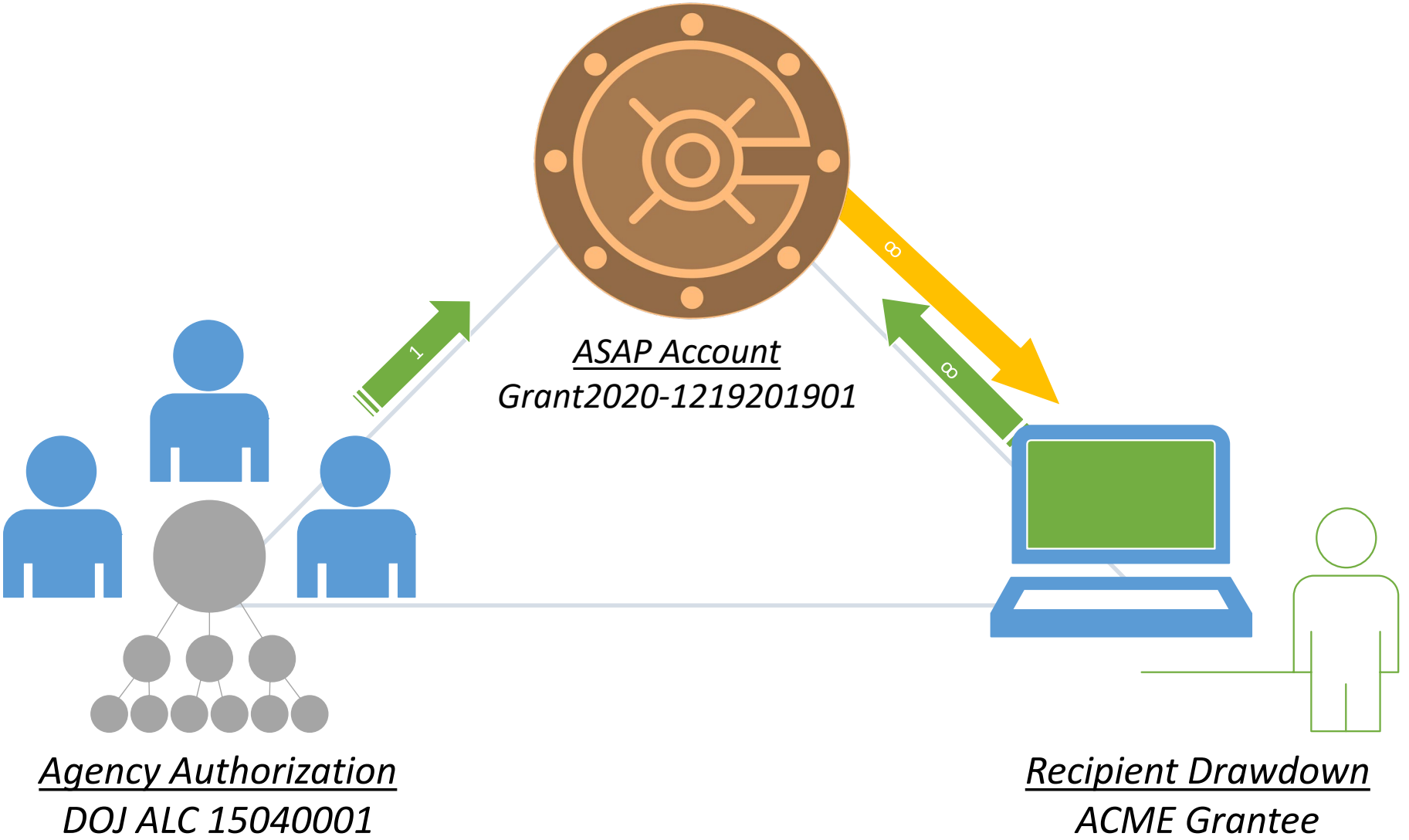- Help recipient organizations request and quickly receive payments

ASAP.GOV

The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.

Agency Authorization

Agency ASAP Account for Recipient (TGA)

Recipient Drawdown

Fiscal Year 2019 | 476,980 Payments | $594 Billion Dollars

TRAINING SCENARIO: $1 MILLION GRANT

ASAP Account
Grant2020-1219201901

Agency Authorization
DOJ ALC 15040001

Recipient Drawdown
ACME Grantee

RECIPIENT USERS AND ROLES

ADDED BY FEDERAL AGENCY

User Role	Description
Initial Point of Contact	Can self-designate all roles and create additional users

ADDED BY RECIPIENT ORGANIZATION

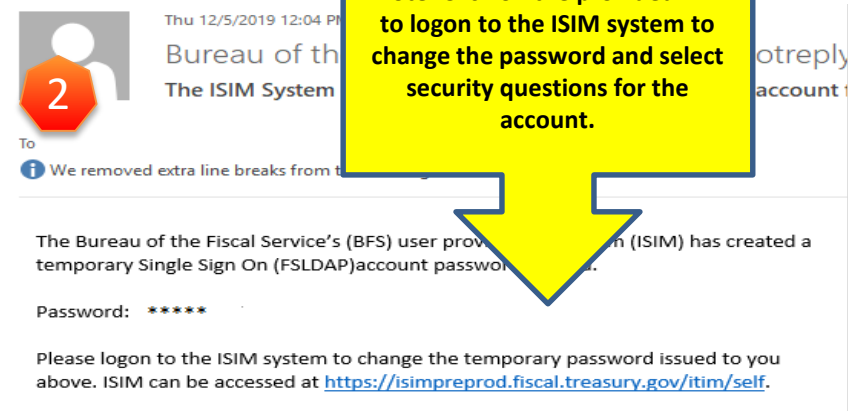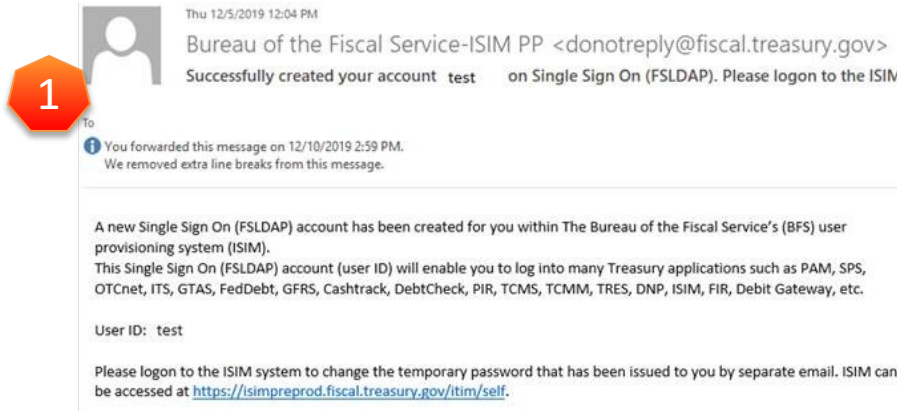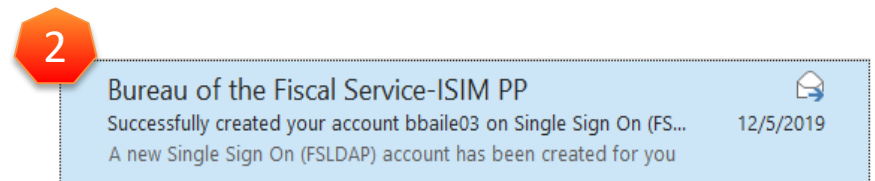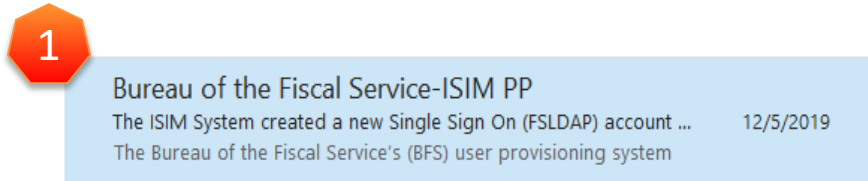| User Role	Description
Point of Contact (POC)	Adds user or modifies their roles
Head of Organization (HOO)	Approves changes to user and their roles
Financial Official (FO)	Enters and maintains banking account information
Authorizing Official (AO)	Adds Payment Requestors and Inquirer Only users
Payment Requestor	Initiates payment requests
Inquirer Only	Can only run reports so no other role allowed

1. The POC for the Recipient Organization will receive 2 emails:

   1 – **Email #1:** Provides the username

   2 – **Email #2:** Provides a temporary password and a link to create a new password

   <u>Note:</u> To ensure receipt of the emails below, contact your IT Help Desk to verify that the 'fiscal.treasury.gov' email domain is not being blocked by your organization

1

Bureau of the Fiscal Service-ISIM PP
The ISIM System created a new Single Sign On (FSLDAP) account ...   12/5/2019
The Bureau of the Fiscal Service's (BFS) user provisioning system

1

Thu 12/5/2019 12:04 PM
Bureau of the Fiscal Service-ISIM PP <donotreply@fiscal.treasury.gov>
Successfully created your account   test   on Single Sign On (FSLDAP). Please logon to the ISIM

To
ℹ️ You forwarded this message on 12/10/2019 2:59 PM.
We removed extra line breaks from this message.

A new Single Sign On (FSLDAP) account has been created for you within The Bureau of the Fiscal Service's (BFS) user provisioning system (ISIM).
This Single Sign On (FSLDAP) account (user ID) will enable you to log into many Treasury applications such as PAM, SPS, OTCnet, ITS, GTAS, FedDebt, GFRS, Cashtrack, DebtCheck, PIR, TCMS, TCMM, TRES, DNP, ISIM, FIR, Debit Gateway, etc.

User ID: test

Please logon to the ISIM system to change the temporary password that has been issued to you by separate email. ISIM can be accessed at https://isimpreprod.fiscal.treasury.gov/itim/self.

2

Bureau of the Fiscal Service-ISIM PP
Successfully created your account bbaile03 on Single Sign On (FS...   12/5/2019
A new Single Sign On (FSLDAP) account has been created for you

2

Thu 12/5/2019 12:04 PM
Bureau of th...   otreply
The ISIM System...   account

To
ℹ️ We removed extra line breaks from...

The Bureau of the Fiscal Service's (BFS) user prov...   (ISIM) has created a temporary Single Sign On (FSLDAP)account passwo...

Password: *****

Please logon to the ISIM system to change the temporary password issued to you above. ISIM can be accessed at https://isimpreprod.fiscal.treasury.gov/itim/self.

Note: Click on the provided link to logon to the ISIM system to change the password and select security questions for the account.

2. ISIM System Login Screen

2 Login using information provided in the email.

3. Upon successful password change and completion of security questions, login to ASAP.gov

4. Accept ASAP.gov terms

5. Select notification link on the home screen

6. Select all unread notifications and click "Continue"

Select the magnifying glass icon to view the Account Creation Notification

Recipient POC assigns all roles

1. Select the "Home" button

2. Select the notification link on the homepage

3. Select "Head of Organization (HOO)"

4. Select "Authorizing Official (AO)"

5. Select "Financial Official (FO)"

6. Click Continue

Recipient HOO Approves User Roles

1. Select the "Home" button
2. Select the notification link
3. Review the users and roles
4. Approve if correct. Reject if incorrect.
5. Click Submit

2 You have Officials to approve for 1 organization(s).

Step 1 of 2

Review and Approve Officials

Recipient Name :	DOJ GRANTEE
Organization Type :	University/College
DUNS :	123459999
EIN :	12-3459999
View Officials	

As the Head of Organization, I approve the identified Authorizing Official, Financial Official, Point of Contact, and, if applicable, Re-Delegated Head of Organization, to act on behalf of the Recipient Organization (Organization) for the stated ASAP.gov purposes. By clicking Submit below, I expressly acknowledge and agree that such identified individuals have the authority to bind the Organization for ASAP.gov purposes and that the Organization is responsible and liable for ASAP.gov actions taken on behalf of the Organization by such individuals.

Action	Officials Name	Re-Delegated Head of Organization	Authorizing Official	Financial Official	Point of Contact	Point of Contact Action
Approve ˅	**Recipient POC**	☐	☑	☑	☑	**Modified**
Approve						
Reject						

4

Submit   Help for this Step

User with Recipient FO Adds Banking Information

1. Select the "Home" button

2. Select the notification link to enter banking data

3. Enter banking data for receiving payments

4. Print banking data confirmation page to see the date when these accounts become active

5. Validation requires 5 – 10 business days

2 You have banking information to enter for 1 organization(s).
You have recipient organization information to enter for 1 organization.

4

Step 3 of 3
Banking Information Confirmation

Recipient Name :	DOJ GRANTEE
Organization Type :	University/College
DUNS :	123459999
EIN :	12-3459999

Please be aware that the bank account(s) used for ACH payments will not be available until at least 12/31/2019.

Recipient AO Adds Short Name

1. Select the "Home" button

2. Select the notification link to enter "Recipient Organization Short Name"

3. Select the "Submit" button

2 You have recipient organization information to enter for 1 organization.

Broadcast Messages

* Recipient Organization Short Name : DOJGrante **2**

* **Organization Type :** University/College

* Mailing Address 1 : 4241 NE 34th Street

Mailing Address 2 :

3 Submit | Help for this Step

Recipient AO Adds Payment Requestor

1. Select the "Home" button
2. Select the notification link to add payment requestor(s)
3. Enter the email and mailing address for the payment requestor
4. Select the "Payment Requestor" role
5. Select "Continue"
6. Select "Submit"

2 You have users to name for 1 organization.

* Last Name : POC
Title :
* Organization Name : DOJ Grantee
* Email : poc.20191219@dojgrantee.com **3**
* Mailing Address 1 : 4241 NE 34th Street

Select role :

☑ Payment Requestor(automatically assigned Inquirer Role) **4**
☐ Inquirer Only

5 Continue | Help for this Step

Next Steps Once Recipient Enrollment is Complete

❑ Once the banking validation occurs, the federal agency creates the account and authorizes funding

❑ Notification link will inform Recipient Organization when funds are authorized

❑ NOTE: Anytime DOJ processes an authorization increase or authorization decrease transaction, the Recipient Organization will see a notification link

Notification Profile

Federal Agency 15040001\   has certified an authorization to the following account:

Recipient ID	Account ID	Effective Date
********	********	12/10/2019

Increase/Decrease	Authorization Amount
INCREASE	$325,000.00

You may use the Authorization Transaction Inquiry in the Inquiry menu to inquire on the authorization.

How Do Recipients Draw Down Funds?

PAYMENT USE CASE
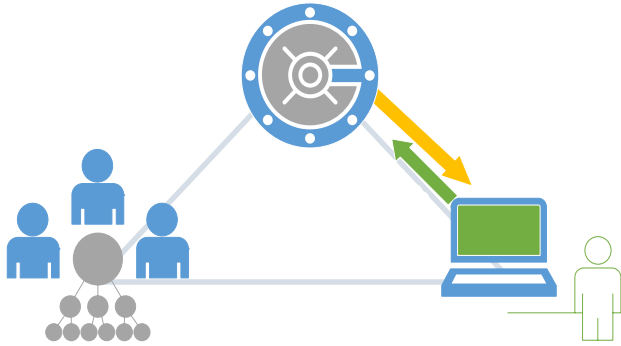
A. Recipient initiates payment request

B. Agency reviews payment request:
   - This is an optional step (required for DOJ high risk recipients only)
   - Pending until approved or rejected

C. Payment settlement:
   - Same day
   - Next business day
   - Optional warehouse payment
   - Fedwire

Initiate Payment Request

1. Log into ASAP.gov
2. Mouse over the "Payment Requests" tab
3. Scroll down and select "Initiate Payment Requests (PR)"

4. Select a Bank Relationship or Payment Request Template:

➢ Payments post to this Recipient account
➢ After FY 2017, we only support templates within a single Agency or Region

5. Enter the "Payment Request Type":

➢ Summary payment requests one transfer of funds from multiple ASAP accounts
➢ Individual payment requests separate transfer of funds per ASAP account

6. Enter the "Payment Method"

➢ Select Fedwire for same day settlement
➢ Select ACH for next business day settlement. If prefer same day settlement, enter the current date in step seven.

| Home | Enrollments | Payment Requests | Agency Functions | Reports | Inquiries | Help | Log Off |

Step 1 of 4
Retrieve Accounts

Select a Bank Relationship : --Select--

Or

Select a Template : --Select--

④

And

Specify Payment Information

⑤ * Payment Request Type : --Select--

⑥ * Payment Method : --Select--

* Requested Settlement Date : __ / __ / __

Requestor Reference Number : _____

Continue   **Help for this Step**

7. Enter "Requested Settlement Date"

   ➢ Requested business date for payment

8. Enter "Requestor Reference Number"

   ➢ Allows user to identify this request

9. Select "Continue"

| Home | Enrollments | Payment Requests | Agency Functions | Reports | Inquiries | Help | Log Off |

Step 1 of 4
Retrieve Accounts

Select a Bank Relationship : --Select--

Or

Select a Template : --Select--

And

Specify Payment Information

* Payment Request Type : --Select--

* Payment Method : --Select--

7 * Requested Settlement Date : __ / __ / __

8 Requestor Reference Number : _____

9 Continue   Help for this Step

Retrieve Accounts

10. Verify Your "Recipient ID":

➢ The Recipient Organization's seven digit ASAP I.D

11. Verify the "ALC/Region":

➢ The Federal Agency(s) and Regions you're requesting money from

➢ DOJ is ALC 15040001

12. Enter "Account ID":

➢ A unique identifier for the Federal Agency's ASAP accounts established during their enrollment

➢ Recommend leaving this blank to obtain all your accounts

13. Select "Continue"

| Home | Enrollments | Payment Requests | Agency Functions | Reports | Inquiries | Help | Log Off |
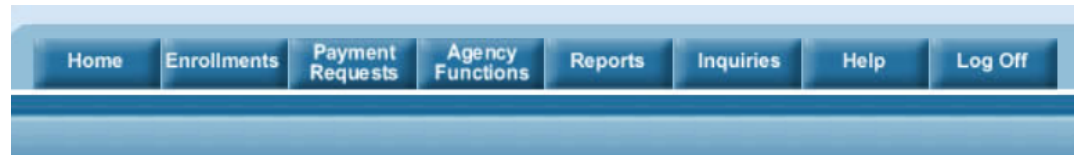
Step 1 of 4 (Continued)
Retrieve Accounts

Enter one or more of the following

10 **Recipient ID : 1153862**

ALC / Region : --ALL-- 11

Account ID (or partial) : 12

--ALL--
95880000
9588000001
9588000002

13 Continue

14. Enter Amount(s) Requested

15. Verify the Total Amount Requested

16. Select "Continue"

14 tal Amount Requested **$ 3,009.00**

Total Amount Entered : $ 3,009.00

Your criteria matched 12 account(s)
3 accounts not shown because they are unavailable for payment or already selected

Recipient : ACME CORPORATION (1153862)

Federal Agency : GULF COAST (95880000)

Cash on Hand : $ | | Subtotal : $ |

Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
RDCGR440004	Open	$1,002,007,700.00	$	+
RDCGR440007	Open	$0.00	$	+
RDCGR440009	Open	$2,000,000.00	$	+

Recipient : ACME CORPORATION (1153862)

Federal Agency : GULF COAST (95880000/01)

Cash on Hand : $ | | Subtotal : $ 1,500.00 |

Account ID	Account Status	Available Balance	Amount Requested	Remittance Data
RDCGR440004	Open	$349,500.00	$ 499.00	+
RDCGR440007	Open	$349,500.00	$ 500.00	+
RDCGR440009	Open	$349,500.00	$ 501.00	+

Recipient : ACME CORPORATION (1153862)

Federal Agency : GULF COAST (95880000/02)

Cash on Hand : $ | | S...tal : $ 1,509.00 |

Account ID	Account Status	Available Bala...	**15** Amount Requested	Remittance Data
RDCGR440004	Open	$349,500.00	$ 502.00	+
RDCGR440007	Open	$349,499.00	$ 503.00	+
RDCGR440009	Open	$349,498.00	$ 504.00	+

16   Continue   Sort   Cancel   Help for this Step

17. Review Payment Request

18. Select "Submit"

Step 3 of 4
Review Payment Transactions

Payment Request Type : Summary	
Payment Method : FEDWIRE	
Bank Relationship : 02100	
Requested Settlement Date : 03/03/2017	
Requestor Reference Number :	

Total Amount Requested : $	3,009.00
Total Amount Entered : $	3,009.00

Recipient : ACME CORPORATION (1153862)

Federal Agency : GULF COAST(95880000/01)

Cash on Hand : $				Subtotal : $ 1,500.00	
Row #	**Account ID**	**Account Status**	**Available Balance**	**Amount Requested**	**Remittance Data**
✕	RDCGR440004	Open	$349,500.00	$ 499.00	+
✕	RDCGR440007	Open	$349,500.00	$ 500.00	+
✕	RDCGR440009	Open	$349,500.00	$ 501.00	+

Recipient : ACME CORPORATION (1153862)

Federal Agency : GULF COAST(95880000/02)

Cash on Hand : $				Subtotal : $ 1,509.00	
Row #	**Account ID**	**Account Status**	**Available Balance**	**Amount Requested**	**Remittance Data**
✕	RDCGR440004	Open	$349,500.00	$ 502.00	+
✕	RDCGR440007	Open	$349,499.00	$ 503.00	+
✕	RDCGR440009	Open	$349,498.00	$ 504.00	+

18

Submit	Add More Accounts	Sort	Cancel	Help for this Step

Payment Request Confirmed

19. This screen provides the user a visual confirmation

20. The Available Balance changes

21. Select "Printer Friendly" to obtain a copy which can be printed and/or saved

Step 4 of 4
Payment Transaction Confirmation

Payment Request Sequence Number : 03-03-2017   30917793 00001

Payment Request Type : Summary	
Payment Method : FEDWIRE	
Bank Relationship : 02100	
Requested Settlement Date : 03/03/2017	
Requested Date and Time : 03/03/2017:13:00	
Requestor Reference Number :	
Total Items : 6	

Total Amount Requested :$3,009.00	
Total Amount Entered :$3,009.00	

Recipient : ACME CORPORATION (1153862)
Federal Agency : GULF COAST(95880000/01)
Cash on Hand :   Subtotal : $1,500.00

Seq # / Item #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	Payment Request Status
3	RDCGR440004	Open	$349,001.00	$499.00		Sent to Funds
5	RDCGR440007	Open	$349,000.00	$500.00		Sent to Funds
1	RDCGR440009	Open	$348,999.00	$501.00		Sent to Funds

Recipient : ACME CORPORATION (1153862)
Federal Agency : GULF COAST(95880000/02)
Cash on Hand :   Subtotal : $1,509.00

| Seq # / Item #	Account ID	Account Status	Available Balance	Amount Requested	Remittance Data	Payment Request Status
4	RDCGR440004	Open	$348,998.00	$502.00		Sent to Funds
6	RDCGR440007	Open	$348,996.00	$503.00		Sent to Funds
2	RDCGR440009	Open	$348,994.00	$504.00		Sent to Funds

Printer Friendly   Help for this Step

Payment Request Inquiry

22. Mouse over the "Inquiries" tab

23. Select "Payment Request Status Inquiry"
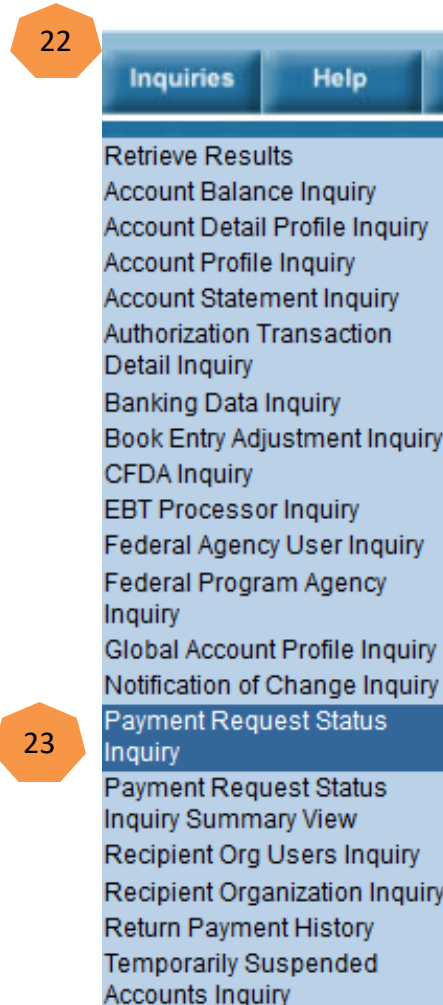
Enter Inquiry Criteria

24. Enter "ALC/Region"
    DOJ ALC 15040001

25. Enter "Requestor ID (i.e. Recipient ID)"

26. Enter "Payment Request Date" (From & Through Dates)

27. Select "Format"

28. Select "Continue"

Retrieve Inquiry Results

29. Mouse over the "Inquiries" tab

30. Select "Retrieve Results"

View Inquiry Results

31. Select the link in the "Inquiry Name" column to open, view, print, and/or save an inquiry

Payment Settles

Payment Requests:

- ACH Payments | 5 PM same day settlement   8 AM – 02:30 PM Eastern | M – Friday
- Fedwire Payments | Immediate same day settlement   8 AM – 05:45 PM Eastern | M – Friday
- ACH Payments | 8 AM next business day settlement   8 AM – 11:59 PM Eastern | M – Friday

Reports:

- End-of Day Reports via Batch   10 PM Eastern | M – Friday
- Online Reports   8 AM – 11:59 PM Eastern | M – Friday

Contact Information

Q&A

Primary Contact

ASAP Help Desk

asaphelpdesk@fiscal.treasury.gov

855.868.0151 (option 2, option 3)

7:30 – 6:00 PM ET (weekdays)