

# **CHAPTER 4:**

# **ENTERING**

# **AUTHORIZATIONS**

## PURPOSE

In this chapter, you will learn how to enter authorizations on-line to accounts in the ASAP system.

## AUTHORIZATIONS

Authorizations in ASAP are the primary transactions whereby the awarding Federal Agency adds funds to or removes funds from the available balance of an ASAP account. Authorization amounts generally correspond to award amounts, award amendments, obligations, or other such sources. An authorization which adds funds is called an **increase** authorization, and one which removes funds is called a **decrease** authorization. The authorization process has two parts, **entry** and **certification**, as described below.

## ENTRY

First the awarding Federal Agency must **enter** the authorization into the ASAP system, which may be accomplished on-line or via submission of a batch file. Authorizations are entered to accounts, which must be created before authorization entry can take place. On-line authorization entry is available from 8:30 a.m. to 9 p.m. ET; batch files may be submitted 24 hours a day. End of day reports sent automatically to the Federal Agency list all authorizations certified by the Agency on the date of the report.

While the concepts discussed here apply to all authorizations, the examples in this chapter will cover only on-line authorization entry. For more information on batch entry, consult your servicing RFC.

## CERTIFICATION

After an authorization transaction is entered into ASAP, it must be certified by the appropriate person at the Federal Agency before it is applied to the available balance of an ASAP account. All authorizations, both those entered on-line and those entered via batch files, are certified in the on-line system. See the next chapter of this guide for more information on the certification process.

## AVAILABILITY OF FUNDS

When entering an authorization into ASAP, the Federal Agency must specify an **effective date**. Authorization transactions can be made effective for the current date, a future date, or a previous date. When the Federal Agency certifies the authorization, the system will **apply** the authorization to the available balance of the appropriate ASAP account according to the specified effective date. **The amount of funds available for recipient drawdown is only affected by an authorization when it is applied.** Below are some common scenarios; in all cases, the ASAP system records the applied date as an indicator of when the funds actually became available in ASAP.

- If the authorization is certified on the **same** date as its effective date, the transaction is applied immediately to update the available balance. (Applied date = effective date = date certified)
- If the authorization is certified on any date **after** its effective date, the transaction is also applied immediately to update the available balance. (Applied date = date certified, which is after the effective date)
- If the authorization is certified on any date **before** its effective date (i.e., a future dated authorization), the transaction will be applied to the available balance on the effective date. (Applied date = effective date, which is after the date certified). Once certified, future dated authorizations are said to be **warehoused**, as explained below.

## WAREHOUSING

Future dated authorization transactions can be warehoused up to 1 year and 1 day beyond the date of entry. Once certified, warehoused authorizations will be applied automatically to the appropriate ASAP account when the specified effective date is equal to the current system date. Warehoused authorizations are applied as part of start of day operations (5:00 a.m. ET) on the day they become effective.

**Note:** A warehoused decrease authorization which causes an account balance to drop **below zero** on the effective date will be **rejected** when the system attempts to apply it. Federal Agencies are encouraged to make decreases effective immediately wherever possible.

## CASH MANAGEMENT EFFECT

Authorization transactions in ASAP are similar to ledger entries. When applied, they change the amount of funds available for recipient drawdown in ASAP, but no funds actually leave the U.S. Treasury until a payment request settles at the payment requestor's financial institution.

---

**ON-LINE AUTHORIZATION ENTRY****SCREEN FIELDS TO NOTE**

The following fields appear on one or more of the screens in the on-line authorization entry function and are worth special mention here

- **Agency Reference Number** - An optional free-form 15 position alphanumeric field which can be entered on the Authorization Entry Prompt screen or the Authorization Entry screen. The Agency Reference Number may be used to annotate each page of authorization transactions as they are entered into the system.
- **Authorization Amount** - The dollar amount of the authorization for each desired account. The amount is not to exceed \$99,999,999,999.99.
- **Effective Date** - You may enter the current date, any past date, or any future date up to one year and one day from the current date. The value entered on the prompt will carry over to the next screen, where it will appear as the default Effective Date for each individual authorization transaction. These default values can be modified while on the Authorization Entry screen.
- **Group ID** - If the agency entered a Group ID on any of its account profiles, this field may be entered on the prompt to display a group of accounts for which authorizations may be entered. If no Group ID is entered, all accounts for the specified ALC and Recipient ID combination will be displayed.
- **I/D** - The Increase/Decrease Indicator. You must use this field to indicate whether an authorization is an **increase (I)** or a **decrease (D)** to the available balance. The system will not allow authorizations to decrease available balances below zero.
- **Authorization Sequence Number** - An identifier assigned by the system to each authorization entry session. For on-line entry, a session corresponds to one page (screen) of authorizations.
- **ITM** - A system generated field containing the **item number** assigned by ASAP to each authorization transaction upon posting. Item Numbers are sequential beginning with "1" within each authorization sequence number.
- **STA** - The **status** assigned by the system to each authorization upon posting. The status for an authorization once it has been entered and posted will be "U" for "uncertified".

### SCREEN ACTIONS

Once you are on the Authorization Entry screen, you must specify one of the **Actions** below and press Enter before leaving the screen.

- **P=POST** - The system edits your entries for errors, and returns any error messages to the screen. Entry errors will be highlighted for correction. If no errors are found, your entries are posted to a queue to await certification.
- **Please note:** Posting the authorization entry DOES NOT update the account balance: only certified authorizations can update the account balance.
- Also, multiple screens of authorizations **MUST BE POSTED INDIVIDUALLY** (one screen at a time).
- **V=VALIDATE** - The system edits your entries for errors. You are notified by screen message if there are errors and also if there are no errors. Entry errors will be highlighted for correction. However, the entries are not processed beyond validation.
- **R=REFRESH** - All data that you have entered on the screen is erased.
- **E=ESCAPE** - Indicates that you wish to leave the screen without posting any data. You may cancel an authorization entry session at any point before posting by entering "E" for escape.

### FUNCTION KEYS TO NOTE

- **F10=RO** - Returns you to the prompt and allows you to specify another Recipient ID in order to display its accounts with your agency for authorization entry.

### ADDITIONAL INFORMATION

Each Federal Agency can enter authorizations only for its own accounts (those containing its ALC/Region).

## **GUIDE TO THE EXAMPLES**

In this chapter you will learn how to:

- Enter increase authorizations with an effective date equal to the current date. (Example 1)
- Enter increase authorizations with a future effective date. (Example 2)
- Enter decrease authorizations with an effective date equal to the current date. (Example 3)

## **GETTING STARTED**

Each of the examples in this chapter begins at the Authorization Entry Prompt screen. The steps to reach this screen from the ASAP Main Menu are the same in all cases and so are not repeated in each example. Rather, they appear on the following pages.

**STEP 1: ACTION**

Type 3 for the Federal Agency Functions Menu and press Enter.

```

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

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

                ASAP ID          ENTER SELECTION NUMBER: 3
ORGANIZATION ACCESS CODE      PRESS ENTER

F2=EXIT
    
```

**STEP 1: RESULT**

The Federal Agency Functions Menu appears.

```

SP060A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP060AO          FEDERAL AGENCY FUNCTIONS MENU                   HH:MM:SS
08/02/2000 T

                <1> ACCOUNT FUNCTIONS MENU
                <2> AUTHORIZATION ENTRY PROMPT
                <3> AUTHORIZATION CERTIFICATION MENU
                <4> REVIEW PAYMENT REQUESTS PROMPT

                                NTER SELECTION NUMBER:
                                PRESS ENTER

F2=EXIT          F5=MAIN
    
```

**STEP 2: ACTION**

On the Federal Agency Functions Menu, select option 2 for the Authorization Entry Prompt and press Enter.

```

SP060A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP060AO          FEDERAL AGENCY FUNCTIONS MENU                      HH:MM:SS
08/02/2000 T

                <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 2: RESULT**

The Authorization Entry Prompt screen appears.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO          AUTHORIZATION ENTRY PROMPT                          HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION:  11000001 / __          SHORT NAME:  US MONEY1

EFFECTIVE DATE:  __ / __ /

RECIPIENT ID:  _____          SHORT NAME:

GROUP ID:

AGENCY REFERENCE NUMBER:

                F4=MENU  F5=MAIN
    
```

**EXAMPLE ONE**

Using the Authorization Entry feature, we will enter authorizations for existing accounts that will increase the available balances for an effective date that is equal to the current date.

**STEP 1: ACTION**

Fill in the prompt screen as indicated below and press Enter.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO          AUTHORIZATION EN TRY PROMPT                          HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 /__      SHORT NAME: US MONEY1

EFFECTIVE DATE: 08 /02/ 2000

RECIPIENT ID: 0101111          SHORT NAME:

GROUP ID:

AGENCY REFERENCE NUMBER:

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075AO          AUTHORIZATION ENTRY SCREEN                          HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /__      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:          GRAY U
EFFECTIVE DATE: 08/02/2000      AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE      STA  ITM
F1R10001          _____          _____          -    08 / 02 / 2000
F1R10002          _____          _____          -    08 / 02 / 2000
F1R10003          _____          _____          -    08 / 02 / 2000
F1R10004          _____          _____          -    08 / 02 / 2000
F1R10005          _____          _____          -    08 / 02 / 2000
F1R10006          _____          _____          -    08 / 02 / 2000
F1R10007          _____          _____          -    08 / 02 / 2000
F1R10008          _____          _____          -    08 / 02 / 2000
F1R10009          _____          _____          -    08 / 02 / 2000

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
F8=PGDN
    
```

**STEP 2: ACTION**

Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE        STA  ITM
F1R10001          F1R10001          500000          I    08 / 02 / 2000
F1R10002          F1R10002          500000          I    08 / 02 / 2000
F1R10003          F1R10003          500000          I    08 / 02 / 2000
F1R10004          F1R10004          500000          I    08 / 02 / 2000
F1R10005          F1R10005          500000          I    08 / 02 / 2000
F1R10006          F1R10006          600000          I    08 / 02 / 2000
F1R10007          F1R10007          _____          -    08 / 02 / 2000
F1R10008          F1R10008          _____          -    08 / 02 / 2000
F1R10009          F1R10009          _____          -    08 / 02 / 2000

ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                F8=PGDN
    
```

**STEP 2: RESULT**

The system posts your entries.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000  E1L2D00X 000001 1045123

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE        STA  ITM
F1R10001          F1R10001          $500,000.00      I    08 / 02 / 2000    U    01
F1R10002          F1R10002          $500,000.00      I    08 / 02 / 2000    U    02
F1R10003          F1R10003          $500,000.00      I    08 / 02 / 2000    U    03
F1R10004          F1R10004          $500,000.00      I    08 / 02 / 2000    U    04
F1R10005          F1R10005          $500,000.00      I    08 / 02 / 2000    U    05
F1R10006          F1R10006          $600,000.00      I    08 / 02 / 2000    U    06
F1R10007          F1R10007          _____          -    08 / 02 / 2000
F1R10008          F1R10008          _____          -    08 / 02 / 2000
F1R10009          F1R10009          _____          -    08 / 02 / 2000

ACTION:  _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: ACTION**

Press F3=PRMT to return to the Authorization Entry Prompt screen.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1L2D00X 000001 1045123

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE          STA  ITM
F1R10001          $500,000.00          I  08 / 02 / 2000          U   01
F1R10002          $500,000.00          I  08 / 02 / 2000          U   02
F1R10003          $500,000.00          I  08 / 02 / 2000          U   03
F1R10004          $500,000.00          I  08 / 02 / 2000          U   04
F1R10005          $500,000.00          I  08 / 02 / 2000          U   05
F1R10006          $600,000.00          I  08 / 02 / 2000          U   06
F1R10007          _____          _  08 / 02 / 2000
F1R10008          _____          _  08 / 02 / 2000
F1R10009          _____          _  08 / 02 / 2000

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

          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: RESULT**

The Authorization Entry Prompt screen appears.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070A0          AUTHORIZATION ENTRY PROMPT                        HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1

EFFECTIVE DATE:          08/02/2000

RECIPIENT ID: 0101111          SHORT NAME: GRAY U

GROUP ID:

AGENCY REFERENCE NUMBER:

          F4=MENU F5=MAIN
    
```

**EXAMPLE TWO**

Using the Authorization Entry feature, we will enter warehoused authorizations that will increase the available balances for a future effective date.

**STEP 1: ACTION**

Fill in the prompt screen with an effective date for a future date as indicated below and press Enter.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO          AUTHORIZATION ENTRY PROMPT                          HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1

EFFECTIVE DATE: 10/01/2000

RECIPIENT ID: 0101111          SHORT NAME: GRAY U

GROUP ID:

AGENCY REFERENCE NUMBER:

F4=MENU  F5=MAIN
    
```

**STEP 1: RESULT**

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075AO          AUTHORIZATION ENTRY                                  HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE          STA  ITM
F1R10001          _____          _____          -    10 / 01 / 2000
F1R10002          _____          _____          -    10 / 01 / 2000
F1R10003          _____          _____          -    10 / 01 / 2000
F1R10004          _____          _____          -    10 / 01 / 2000
F1R10005          _____          _____          -    10 / 01 / 2000
F1R10006          _____          _____          -    10 / 01 / 2000
F1R10007          _____          _____          -    10 / 01 / 2000
F1R10008          _____          _____          -    10 / 01 / 2000
F1R10009          _____          _____          -    10 / 01 / 2000

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

F8=PGDN
    
```

**STEP 2: ACTION**

Enter the **AUTHORIZATION AMT** and enter an **I** in the I/D field to enter an increase. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE      STA  ITM
F1R10001          _____          _____          -    10 / 01 / 2000
F1R10002          _____          _____          -    10 / 01 / 2000
F1R10003          _____          _____          -    10 / 01 / 2000
F1R10004          _____          _____          -    10 / 01 / 2000
F1R10005          _____          _____          -    10 / 01 / 2000
F1R10006          _____          _____          -    10 / 01 / 2000
F1R10007          80000          _____          I    10 / 01 / 2000
F1R10008          90000          _____          I    10 / 01 / 2000
F1R10009          100000         _____          I    10 / 01 / 2000
ACTION: P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
F8=PGDN
    
```

**STEP 2: RESULT**

The system posts your entries.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE      STA  ITM
F1R10001          _____          _____          -    10 / 01 / 2000
F1R10002          _____          _____          -    10 / 01 / 2000
F1R10003          _____          _____          -    10 / 01 / 2000
F1R10004          _____          _____          -    10 / 01 / 2000
F1R10005          _____          _____          -    10 / 01 / 2000
F1R10006          _____          _____          -    10 / 01 / 2000
F1R10007          _____          $80,000.00        I    10 / 01 / 2000    U    01
F1R10008          _____          $90,000.00        I    10 / 01 / 2000    U    02
F1R10009          _____          $100,000.00       I    10 / 01 / 2000    U    03

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO F11=ACCT
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: ACTION**

Press F3=PRMT to return to the Authorization Entry Prompt screen.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 10/01/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 10/01/2000 E1L2D00X 000002 1222321

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE          STA  ITM
F1R10001          _____          _____          -    10 / 01 / 2000
F1R10002          _____          _____          -    10 / 01 / 2000
F1R10003          _____          _____          -    10 / 01 / 2000
F1R10004          _____          _____          -    10 / 01 / 2000
F1R10005          _____          _____          -    10 / 01 / 2000
F1R10006          _____          _____          -    10 / 01 / 2000
F1R10007          _____          $80,000.00        I    10 / 01 / 2000        U    01
F1R10008          _____          $90,000.00        I    10 / 01 / 2000        U    02
F1R10009          _____          $100,000.00       I    10 / 01 / 2000        U    03

ACTION: _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO F11=ACCT
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: RESULT**

The Authorization Entry Prompt screen appears.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070A0          AUTHORIZATION ENTRY PROMPT                        HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME: US MONEY1

EFFECTIVE DATE: 10/01/2000

RECIPIENT ID: 0101111          SHORT NAME: GRAY U

GROUP ID:

AGENCY REFERENCE NUMBER:

          F4=MENU F5=MAIN
    
```

**EXAMPLE THREE**

Using the Authorization Entry feature, we will enter authorizations for existing accounts that will decrease the available balances for an effective date that is equal to the current date.

**STEP 1: ACTION**

Fill in the prompt screen as indicated below and press Enter.

```

SP070A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP070AO          AUTHORIZATION ENTRY PROMPT                          HH:MM:SS
08/02/2000 T

ENTER:

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME: US MONEY1

EFFECTIVE DATE: 08 /02/ 2000

RECIPIENT ID: 0101111          SHORT NAME: GRAY U

GROUP ID:

AGENCY REFERENCE NUMBER:

F4=MENU  F5=MAIN
    
```

**STEP 1: RESULT**

The Authorization Entry screen appears with all accounts for the Federal Agency - Recipient Organization combination specified on the prompt.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075AO          AUTHORIZATION ENTRY                                  HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION:  11000001 /__          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE  STA  ITM
F1R10001          _____          _____          -    08 / 02 / 2000
F1R10002          _____          _____          -    08 / 02 / 2000
F1R10003          _____          _____          -    08 / 02 / 2000
F1R10004          _____          _____          -    08 / 02 / 2000
F1R10005          _____          _____          -    08 / 02 / 2000
F1R10006          _____          _____          -    08 / 02 / 2000
F1R10007          _____          _____          -    08 / 02 / 2000
F1R10008          _____          _____          -    08 / 02 / 2000
F1R10009          _____          _____          -    08 / 02 / 2000

ACTION:  _  (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
F8=PGDN
    
```

**STEP 2: ACTION**

Enter the **AUTHORIZATION AMT** and enter a **D** in the I/D field to enter a decrease. Type a **P** in the **ACTION** field and press Enter to post the authorization.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /__          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER:

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE      STA  ITM
F1R10001          _____          _____          -    08 / 02 / 2000
F1R10002          _____          _____          -    08 / 02 / 2000
F1R10003          _____          _____          -    08 / 02 / 2000
F1R10004          _____          _____          -    08 / 02 / 2000
F1R10005          _____          _____          -    08 / 02 / 2000
F1R10006          100000          _____          D    08 / 02 / 2000
F1R10007          _____          _____          -    08 / 02 / 2000
F1R10008          _____          _____          -    08 / 02 / 2000
F1R10009          _____          _____          -    08 / 02 / 2000

ACTION:  P (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
                                                F8=PGDN
    
```

**STEP 2: RESULT**

The system posts your entries.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /__          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1L2D00X 000003 1445330

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE      STA  ITM
F1R10001          _____          _____          -    08 / 02 / 2000
F1R10002          _____          _____          -    08 / 02 / 2000
F1R10003          _____          _____          -    08 / 02 / 2000
F1R10004          _____          _____          -    08 / 02 / 2000
F1R10005          _____          _____          -    08 / 02 / 2000
F1R10006          _____          $100,000.00      D    08 / 02 / 2000      U    01
F1R10007          _____          _____          -    08 / 02 / 2000
F1R10008          _____          _____          -    08 / 02 / 2000
F1R10009          _____          _____          -    08 / 02 / 2000

ACTION:  __ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO  F11=ACCT
I0036 AUTHORIZATION(S) POSTED. PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: ACTION**

Press F5=MAIN to return to the Main Menu.

```

SP075A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP075A0          AUTHORIZATION ENTRY                                HH:MM:SS
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /__          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
EFFECTIVE DATE: 08/02/2000          AGENCY REFERENCE NUMBER:
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1L2D00X 000003 1445330

GROUP          ACCOUNT ID          AUTHORIZATION AMT  I/D  EFFECT DATE          STA  ITM
F1R10001          _____          _____          -    08 / 02 / 2000
F1R10002          _____          _____          -    08 / 02 / 2000
F1R10003          _____          _____          -    08 / 02 / 2000
F1R10004          _____          _____          -    08 / 02 / 2000
F1R10005          _____          _____          -    08 / 02 / 2000
F1R10006          _____          $100,000.00      D    08 / 02 / 2000      U    01
F1R10007          _____          _____          -    08 / 02 / 2000
F1R10008          _____          _____          -    08 / 02 / 2000
F1R10009          _____          _____          -    08 / 02 / 2000

ACTION:  _ (P=POST, V=VALIDATE, R=REFRESH, E=ESCAPE)
          F3=PRMT F4=MENU F5=MAIN          F8=PGDN          F10=RO  F11=ACCT
I0036  AUTHORIZATION(S) POSTED.  PLEASE VERIFY ALL PAGES POSTED BEFORE EXITING.
    
```

**STEP 3: RESULT**

The Main Menu appears.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP010A0          MAIN MENU                                HH:MM:SS
08/02/2000 T

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

          ASAP ID          ENTER SELECTION NUMBER:
ORGANIZATION ACCESS CODE          PRESS ENTER

F2=EXIT
    
```