

CHAPTER 4:

USER INITIATED

REPORTS

PURPOSE

In this chapter, you will learn how to request each of five reports via the on-line ASAP system.

OVERVIEW

There are five reports which you may request via on-line screens in the ASAP system for delivery to your organization within 24 hours.

- The **Account Settlement Report** provides historical account activity information on individual ASAP accounts for a date range of any length.
- The **Report of Accounts with End Dates** lists all of a Federal agency's ASAP accounts which have an End Date, or last draw date, specified in the account profile.
- The **Summary of Deposit Tickets and Debit Vouchers** lists the deposit tickets and debit vouchers for all the business days in a 93-day date range limit. Days with no activity have dashes in the voucher number and amount columns. Access to this report is available for Federal agencies.
- The **Cash Management Report** provides summary information sorted by ALC/Recipient ID/CFDA or ALC/Recipient ID/Account ID up to 367 calendar days.

NOTE - Federal Agencies may receive reports via fax or via Bulkdata, delivered to a Fedline terminal or a mainframe connection. Other organizations may only receive these reports via fax. Like the automatically generated reports, these reports are delivered in **print display format**.

- The **Data Retrieval Report** is designed to provide historical account activity information in a format readily loaded into a spreadsheet or read into a database. Federal Agencies may request a report on any or all of their ASAP accounts, specifying the transaction types and date range to be contained in the report.

Unlike any of the other reports in ASAP, the Data Retrieval Report is a flat file in **EBCDIC text-delimited format**. As such, this report file may only be delivered to those Federal Agencies which have a **mainframe** connection with ASAP. The flat file may not be delivered by fax or to a PC with Fedline software.

A complete description of each ASAP report is provided in the following sections.

GETTING STARTED

Each of the user initiated reports is available for request through the Report Request Menu option on the ASAP Main Menu. See the example on the following page.

ACTION:

On the Main Menu, type 6 for Report Request 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: 6
	ORGANIZATION ACCESS CODE:	PRESS ENTER
	F2=EXIT	

RESULT:

The Report Request Menu appears.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
	<1> ACCOUNT SETTLEMENT REPORT	
	<2> ACCOUNTS WITH END DATES REPORT	
	<3> DATA RETRIEVAL REPORT	
	<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT	
	<5> CASH MANAGEMENT REPORTS	
		ENTER SELECTION NUMBER:
		PRESS ENTER
	F2=EXIT	F5=MAIN

SECTION 4.1**ACCOUNT SETTLEMENT REPORT**

The Account Settlement Report supplements the on-line Account Statement Inquiry feature in ASAP. Each allows you to view activity against any of your ASAP accounts, but the information is slightly different in each.

The Account Settlement Report presents the beginning balance, ending balance, and transactions that affected an ASAP account's available balance for a specified time period. You may request the Account Settlement Report for **any period of time** in the account's history, provided the period does not extend beyond the current date. You may request the entire history for an account at once, from the date of the first account activity up through the current date, or you may specify a date range of any length from a single day upward in the account's existence. The lack of restrictions on date range is **one key difference** between the Account Settlement Report and the Account Statement Inquiry.

Transactions displayed on the Account Settlement Report include **applied authorizations** (increases and decreases), **settled payment requests**, **book entry adjustments**, and **returned payments**. The transactions appear in ascending order according to the date and time associated with the transaction, as described below.

Authorization transactions are shown on the Account Settlement Report by **applied date**, which is the date on which the transaction updates an account's available balance in ASAP. Increased authorizations appear as **positive** amounts, and decreased authorizations appear as **negative** amounts. Authorization transactions effective on a future date do not appear on the Account Settlement Report. Future-dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

Payment transactions or draws are reflected on the Account Settlement Report when the payment has settled at the receiving financial institution. Use of the **settlement date** for draws on the Account Settlement Report is **another key difference** from the Account Statement Inquiry, which uses the date the payment request was approved in ASAP. Also, on the Account Settlement Report ordinary draws appear as **negative** amounts because they represent an amount moving out of an ASAP account, whereas "negative draw" adjustments appear as **positive** amounts because they represent amounts moving into an ASAP account.

Book Entry Adjustments, which move funds between ASAP accounts within a given ALC/Region, are also reflected in the Account Settlement Report. A book entry increase to the available balance of an account appears as a **positive** amount, and a book entry decrease to the available balance appears as a **negative** amount.

Interstate Authorization Transactions are used by the Unemployment Trust Fund and are discussed in a supplementary manual.

Returned Payments are ASAP payments returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Settlement Report on the date the returned payment was **classified** by an RFC to the ASAP account. The classified date of a returned payment may or may not be the same as the date the returned payment was received by the ASAP system. Classified returned payments appear as **positive** amounts. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Returned payments that are reclassified INTO an account will be positive amounts and returned payments that are reclassified OUT of an account will be negative amounts.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the Account Settlement Report and/or the prompt screen:

- **From** and **To** dates - On the prompt and the report, this is the date range for which you request an Account Settlement Report. If you want to see the entire history of an account on the report without specifying a date range, type “all” in the field labeled **ALL** on the prompt.
- **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

If you specify “B” for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

- **Trans** - On the report, this column indicates the transaction type of an amount. Values are:
 - AU** - applied authorization transactions
 - PY** - settled payment requests
 - BE** - posted book entry adjustments
 - RP** - classified returned payments
 - IT** - interstate authorization transfers
- **Balance** - On the report, this column indicates the **actual** balance of funds in the ASAP account as of the date shown.

The following Example illustrates how to request an Account Settlement Report.

EXAMPLE

In this example we will request an Account Settlement Report for a specified date range. At the end of the example you will find a layout of the resulting report.

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears.
Choose option 1 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<p><1> ACCOUNT SETTLEMENT REPORT</p> <p><2> ACCOUNTS WITH END DATES REPORT</p> <p><3> DATA RETRIEVAL REPORT</p> <p><4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p><5> CASH MANAGEMENT REPORTS</p>		
		ENTER SELECTION NUMBER: 1
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 1: RESULT

The following screen appears.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
<p>ENTER: AGENCY LOCATION CODE/REGION: /</p> <p>AND RECIPIENT ID: 0101111</p> <p>AND ACCOUNT ID: _____</p> <p>AND FROM ___/___/___ TO ___/___/___</p> <p>OR ALL: ____</p> <p>AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____</p>		
F4=MENU F5=MAIN		

STEP 2: ACTION

Specify the account whose activity you wish to see, along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND RECIPIENT ID: 0101111		
AND ACCOUNT ID: F1R10002_____		
AND FROM 08/02/2000 TO 08/06/2000		
OR ALL: ____		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request .

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND RECIPIENT ID: 0101111		
AND ACCOUNT ID: F1R10002_____		
AND FROM 08/02/2000 TO 08/06/2000		
OR ALL: ____		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
<p>THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. _</p>		
F4=MENU F5=MAIN		

STEP 3: ACTION

Type Y to confirm and press Enter.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER:	AGENCY LOCATION CODE/REGION: 11000001/	
AND	RECIPIENT ID: 0101111	
AND	ACCOUNT ID: F1R10002_____	
AND	FROM 08/02/2000 TO 08/06/2000	
OR	ALL: ____	
AND	FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890	
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. Y		
F4=MENU F5=MAIN		

STEP 3: RESULT

Another message now informs you that your request is accepted.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER:	AGENCY LOCATION CODE/REGION: 11000001/	
AND	RECIPIENT ID: 0101111	
AND	ACCOUNT ID: F1R10002_____	
AND	FROM 08/02/2000 TO 08/06/2000	
OR	ALL: ____	
AND	FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890	
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

STEP 4: ACTION

If you wanted to request more reports, either for this account for other time periods or for other accounts and time periods, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

SP530F	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP530FO	ACCOUNT SETTLEMENT REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND RECIPIENT ID: 0101111		
AND ACCOUNT ID: F1R10002_____		
AND FROM 08/02/2000 TO 08/06/2000		
OR ALL: ____		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

STEP 4: RESULT

The Report Request Menu appears.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
ENTER SELECTION NUMBER:		
PRESS ENTER		
F2=EXIT	F5=MAIN	

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report that was requested.

SETTLEMENT/ APPLIED DATE	TRANS	AUTHORIZATIONS	DRAWS/RP/BE	BALANCE
08/02/2000	BAL FWD			0.00
08/02/2000	AU	500,000.00		500,000.00
08/02/2000	PY		-100,000.00	400,000.00
08/02/2000	BE		50,000.00	450,000.00
08/06/2000	PY		-5,000.00	445,000.00
08/06/2000	PY		-25,000.00	420,000.00
08/06/2000	PY		-1,000.00	419,000.00
08/06/2000	PY		-1,000.00	418,000.00
08/06/2000	PY		-1,000.00	417,000.00
08/06/2000	PY		10,000.00	427,000.00
TOTALS:		500,000.00	-73,000.00	
* * * * * END OF REPORT * * * * *				

SECTION 4.2

REPORT OF ACCOUNTS WITH END DATES

The Report of Accounts with End Dates lists all ASAP accounts pertaining to your organization which have an End Date, or last draw date, specified in the account profile.

The Federal agency which builds and maintains an ASAP account may choose to include an End Date as part of the account profile. The End Date indicates the last day on which a recipient may draw funds from a particular ASAP account. If an account has an End Date, the ASAP system will automatically change that account's status to Suspended when the system opens on the business day following the End Date. Payment requests and book entry adjustments may not be made against suspended accounts.

Note the distinction between an **End Date** and a **Budget Period End Date**, which also appears on the account profile. The Budget Period End Date may be used by the Federal Agency to indicate the end of a time frame important to the grant or assistance agreement behind an ASAP account. One example for the use of the Budget Period End Date would be to indicate the last date on which a recipient may incur expenses under a grant or assistance agreement for later reimbursement. Within ASAP, the Budget Period End Date is strictly for information, and it does not appear on this report.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

- **Requestor ID, Recipient ID, ALC/Region** - These fields on the prompt screen allow you to specify a particular Federal Agency, Payment Requestor and/or Recipient Organization to narrow the report results.
- **From and To dates** - On the prompt and the report, these fields indicate the date range within which End Dates may fall. If you leave both dates blank on the prompt, the system will search for End Dates greater than or equal to the current calendar date.
- **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify "F" for fax and provide a fax number, the report will be sent to that fax machine.

If you specify "B" for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

- **Status** - On the report, indicates the account status as of the date of the report. Values are “O” for Open, “S” for Suspended, and “C” for Closed.

EXAMPLE

In this example we will request a report of Accounts with End Dates for a specified Federal Agency, Recipient Organization and date range. At the end of the example you will find a layout of the resulting report.

- One Federal Agency
- One Recipient
- Specified Date Range

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears.
Choose option 2 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<p><1> ACCOUNT SETTLEMENT REPORT</p> <p><2> ACCOUNTS WITH END DATES REPORT</p> <p><3> DATA RETRIEVAL REPORT</p> <p><4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p><5> CASH MANAGEMENT REPORTS</p>		
<p>ENTER SELECTION NUMBER: 2 PRESS ENTER</p>		
F2=EXIT	F5=MAIN	

STEP 1: RESULT

The following screen appears.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
<p>ENTER: AGENCY LOCATION CODE/REGION: /</p> <p>AND/OR RECIPIENT ID: _____</p> <p>AND/OR REQUESTOR ID: 0101234</p> <p>AND/OR FROM ___/___/___ TO ___/___/___</p> <p>AND FAX OR BULKDATA: _ (F OR B) FAX NUMBER: (____)____-____</p>		
<p>F4=MENU F5=MAIN</p>		

STEP 2: ACTION

Fill in the fields below. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 1100001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request .

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. _		
F4=MENU F5=MAIN		

STEP 3: ACTION

Type Y to confirm and press Enter.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. Y		
F4=MENU F5=MAIN		

STEP 3: RESULT

Another message now informs you that your request is accepted.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

STEP 4: ACTION

If you wanted to request more reports, you would press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

SP520A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP520AO	ACCOUNTS WITH END DATES REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY LOCATION CODE/REGION: 11000001/		
AND/OR RECIPIENT ID: 0101111		
AND/OR REQUESTOR ID: 0101234		
AND/OR FROM 10/01/1997 TO 09/30/2000		
AND FAX OR BULKDATA: F (F OR B) FAX NUMBER: (123)456-7890		
F4=MENU F5=MAIN		
I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.		

STEP 4: RESULT

The Report Request Menu appears.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
<1> ACCOUNT SETTLEMENT REPORT		
<2> ACCOUNTS WITH END DATES REPORT		
<3> DATA RETRIEVAL REPORT		
<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT		
<5> CASH MANAGEMENT REPORTS		
ENTER SELECTION NUMBER:		
PRESS ENTER		
F2=EXIT F5=MAIN		

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report we requested.

RUN DATE: 08/02/00	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	PROGRAM: SPPQ936U		
RUN TIME: 21:47:35	REPORT OF ACCOUNTS WITH END DATES	PAGE: 1		
	FROM 10/01/1997 TO 09/30/2000			
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY			
RECIPIENT ID: 0101111	SHORT NAME: GRAY U			
GROUP ID	ACCT ID	ASAP ACCT DESC	END DATE	STATUS
	F1R10001	GRANT NUMBER 1	12/31/1997	O
	F1R10002	GRANT NUMBER 2	06/30/2000	O
	F1R10003	GRANT NUMBER 3	06/30/1998	O
	F1R10004	GRANT NUMBER 4	09/30/2000	O
***** END OF REPORT *****				

SECTION 4.3

DATA RETRIEVAL REPORT

The Data Retrieval Report feature gives you the ability to receive a flat file containing ASAP account transaction information that is easily downloaded into a spreadsheet program or into an accounting system. This report will be delivered to those Federal Agencies which have a mainframe connection with ASAP within 24 hours of your request.

The transactions available for retrieval are the same as those appearing on the Account Settlement Report, that is **applied authorizations** (increases and decreases), **settled payment requests**, **posted book entry adjustments**, and **classified returned payments**. However, the Data Retrieval Report does not include account balances. There are several other differences between the Data Retrieval Report and the Account Settlement Report:

- The data retrieval feature allows you to specify **which transaction types** will appear in the file. You may specify any combination of the available transaction types, including just one type of transaction, more than one, or all types.
- The data retrieval feature allows you to include transaction information for **more than one account** in a single file. You may even include transactions for all of your agency's ASAP accounts, including multiple Recipient Organizations, in one file.
- The Data Retrieval Report will be delivered via Bulkdata in an **EBCDIC** text-delimited **flat file**, not the print display format (PDF) used for all other reports in ASAP. It cannot be delivered to a fax number or a Fedline terminal, only to an agency mainframe connection to ASAP.

NOTE - For complete technical information on the Data Retrieval flat file, consult the Computer Interface Protocol Specifications (CIPS) document provided by the Federal Reserve.

SCREEN FIELDS TO NOTE

The Data Retrieval Report is built by specifying parameters on a prompt screen in the on-line ASAP system. The following fields appear on the prompt:

- **Agency Department and Agency Department/Bureau** - Future functionality, only for users with Department-wide or Bureau-wide inquiry capabilities. When implemented, will allow Department-level and Bureau-level users to retrieve information for all ALCs within their Department or Bureau in a single file.
- **Agency Location Code** - your agency's ALC and Short Name will be displayed when you first come to this screen.

- **Transaction Type** - Required for all users. You may use this field to “customize” your report to include only certain transactions, selecting from any combination of Authorizations, Payments, Book Entries, or Return Payments. Transaction type options are:
 - ALL** - all transaction types
 - AU** - applied authorization transactions
 - PY** - settled payment requests
 - BE** - posted book entry adjustments
 - RP** - classified returned payments
 - IT** - interstate authorization transfers

- **Report Date From and To** - Required for all users. You are limited to a 93-day date range if you specify a Transaction Type of All. If you specify any other Transaction Type(s), you may enter a date range for an unlimited period of time.

- **Recipient ID, Requestor ID, Account ID, and Group ID** - Any or all of these fields may be entered to limit the data included in the report. For example, if you enter a Recipient ID along with the Transaction Type and date range, only transactions for accounts associated with that Recipient ID will be included in the resulting report.

The following example illustrates how to request a Data Retrieval Report.

EXAMPLE

In this example we will request a Data Retrieval Report for all accounts for an ALC and a specified date range. At the end of the example you will find a description of the resulting report file.

- Specified Date Range

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears.
Choose option 3 and press Enter.

SP525A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP525AO	REPORT REQUEST MENU	HH:MM:SS
08/02/2000 T		
	<1> ACCOUNT SETTLEMENT REPORT	
	<2> ACCOUNTS WITH END DATES REPORT	
	<3> DATA RETRIEVAL REPORT	
	<4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT	
	<5> CASH MANAGEMENT REPORTS	
		ENTER SELECTION NUMBER: 3
		PRESS ENTER
F2=EXIT	F5=MAIN	

STEP 1: RESULT

The following screen appears.

SP510A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP510AO	DATA RETRIEVAL REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY DEPARTMENT:	AGENCY DEPARTMENT/BUREAU:	
AGENCY LOCATION CODE: 11000001/ __	SHORT NAME:	US MONEY
RECIPIENT ID: _____	SHORT NAME:	
REQUESTOR ID: _____	SHORT NAME:	
ACCOUNT ID: _____		
GROUP ID: _____		
(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING: AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS IT= INTERSTATE AUTHORIZATION TRANSFERS)		
TRANSACTION TYPE:	ALL __ AU __ PY __ BE __ RP __ IT	
REPORT DATE FROM:	TO:	
F4=MENU	F5=MAIN	

STEP 2: ACTION

Specify the transaction types you wish to retrieve, along with the desired date range.
Press Enter.

SP510A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP510AO	DATA RETRIEVAL REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY DEPARTMENT:	AGENCY DEPARTMENT/BUREAU:	
AGENCY LOCATION CODE: 11000001/ __	SHORT NAME:US MONEY	
RECIPIENT ID: _____	SHORT NAME:	
REQUESTOR ID: _____	SHORT NAME:	
ACCOUNT ID: _____		
GROUP ID: _____		
(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING: AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS IT= INTERSTATE AUTHORIZATION TRANSFERS)		
TRANSACTION TYPE: S ALL __ AU __ PY __ BE __ RP __IT		
REPORT DATE FROM: 07/ 01 / 1998 TO: 09 / 30 / 1998		
F4=MENU F5=MAIN		

STEP 2: RESULT

A message appears at the bottom of the screen asking you to confirm.

SP510A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP510AO	DATA RETRIEVAL REPORT	HH:MM:SS
08/02/2000 T		
ENTER: AGENCY DEPARTMENT:	AGENCY DEPARTMENT/BUREAU:	
AGENCY LOCATION CODE: 11000001/ __	SHORT NAME: US MONEY	
RECIPIENT ID: _____	SHORT NAME:	
REQUESTOR ID: _____	SHORT NAME:	
ACCOUNT ID: _____		
GROUP ID: _____		
(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING: AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS IT= INTERSTATE AUTHORIZATION TRANSFERS)		
TRANSACTION TYPE: S ALL __ AU __ PY __ BE __ RP __IT		
REPORT DATE FROM: 07/ 01 / 1998 TO: 09 / 30 / 1998		
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS. TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER; TO CANCEL, TYPE "N" AND PRESS ENTER. _		
F4=MENU F5=MAIN		

STEP 3: ACTION

Type Y to confirm and press Enter.

```

SP510A AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP510AO          DATA RETRIEVAL REPORT          HH:MM:SS
08/02/2000 T

ENTER:  AGENCY DEPARTMENT:                AGENCY DEPARTMENT/BUREAU:
        AGENCY LOCATION CODE: 11000001/  __          SHORT NAME:                US MONEY

RECIPIENT ID:  _____          SHORT NAME:
REQUESTOR ID:  _____          SHORT NAME:

ACCOUNT ID:  _____
GROUP ID:    _____

(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
IT= INTERSTATE AUTHORIZATION TRANSFERS)
TRANSACTION TYPE: S  ALL  __ AU  __ PY  __ BE  __ RP  __ IT
REPORT DATE FROM: 07/ 01 / 1998 TO: 09 / 30 / 1998

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
TO CANCEL, TYPE "N" AND PRESS ENTER. Y
F4=MENU  F5=MAIN

```

STEP 3: RESULT

Another message now informs you that your request is accepted.

```

SP510A AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP510AO          DATA RETRIEVAL REPORT          HH:MM:SS
08/02/2000 T

ENTER:  AGENCY DEPARTMENT:                AGENCY DEPARTMENT/BUREAU:
        AGENCY LOCATION CODE: 11000001/  __          SHORT NAME:US MONEY

RECIPIENT ID:  _____          SHORT NAME:
REQUESTOR ID:  _____          SHORT NAME:

ACCOUNT ID:  _____
GROUP ID:    _____

(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
IT= INTERSTATE AUTHORIZATION TRANSFERS)
TRANSACTION TYPE: S  ALL  __ AU  __ PY  __ BE  __ RP  __ IT
REPORT DATE FROM: 07/ 01 / 1998 TO: 09 / 30 / 1998

I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
F4=MENU  F5=MAIN

```

STEP 4: ACTION

To request more reports, press Enter to clear the screen. Here we will just press F4 to return to the Report Request Menu.

```

SP510A AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP510AO          DATA RETRIEVAL REPORT                HH:MM:SS
08/02/2000 T

ENTER:  AGENCY DEPARTMENT:                AGENCY DEPARTMENT/BUREAU:
        AGENCY LOCATION CODE: 11000001/  __          SHORT NAME:US MONEY

RECIPIENT ID:  _____                SHORT NAME:
REQUESTOR ID:  _____                SHORT NAME:

ACCOUNT ID:  _____
GROUP ID:  _____

(ENTER: <S> TO SELECT EITHER "ALL" OR ONE OR MORE OF THE FOLLOWING:
AU=AUTHORIZATIONS, PY=PAYMENTS, BE=BOOK ENTRIES, RP=RETURN PAYMENTS
IT= INTERSTATE AUTHORIZATION TRANSFERS)
TRANSACTION TYPE: S  ALL  __ AU  __ PY  __ BE  __ RP  __IT
REPORT DATE FROM: 07/ 01 / 1998 TO: 09 / 30 / 1998

I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
F4=MENU  F5=MAIN

```

STEP 4: RESULT

The Report Request Menu is displayed.

```

SP525A AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP525AO          REPORT REQUEST MENU                    HH:MM:SS
08/02/2000 T

<1>  ACCOUNT SETTLEMENT REPORT
<2>  ACCOUNTS WITH END DATES REPORT
<3>  DATA RETRIEVAL REPORT
<4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT
<5>  CASH MANAGEMENT REPORTS

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN

```

STEP 5: ACTION

Within 24 hours, verify that the file was received at your Federal Program Agency's mainframe.

STEP 5: RESULT

The report file we requested will contain transaction information for all accounts associated with the ALC, in ascending order first by Recipient ID, then by Account ID, for the date range indicated. The data elements in the detail records of the file would be:

Record Type
ALC
Region
Recipient ID
Account ID
Group ID
Requestor ID
Transaction Type
Settlement/Applied Date
Transaction Amount
Transaction Code (Debit or Credit)
Reference Number

SECTION 4.4

DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

The Monthly Summary of Debit Vouchers and Deposit Tickets contains the data reported to CA\$HLINK by ASAP. It is designed to help Federal Agencies with the SF 224 Statement of Transactions report preparation. The report will contain all the business days for the month, not just days on which your Federal agency had activity. Days with no activity will have dashes in the voucher number and amount columns. There will be a monthly subtotal and a total for each ALC on the report.

REPORT AND SCREEN FIELDS TO NOTE

- **Agency Location Code** - The ALC will be carried forward from sign-on (8-digit ALC for Agencies, 2 digits for Department Super Users, 4 digits for Bureau Super Users). Department and Bureaus may choose to leave their ID in and get a report for all ALCs or they can fill in a specific ALC.
- **Report Date From and To** - There is a 93-day date range limit.
- **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

If you specify “B” for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

EXAMPLE

In this example we will request a summary of debit vouchers and deposit tickets for a specified ALC and date range. At the end of the example you will find a layout of the resulting report.

- One ALC
- Date Range

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears.
Choose option 4 and press Enter.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP525AO        REPORT REQUEST MENU                               HH:MM:SS
08/09/2000 T

                <1> ACCOUNT SETTLEMENT REPORT
                <2> ACCOUNTS WITH END DATES REPORT
                <3> DATA RETRIEVAL REPORT
                <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT
                <5> CASH MANAGEMENT REPORTS

                                ENTER SELECTION NUMBER: 4
                                PRESS ENTER

                F2=EXIT          F5=MAIN
```

STEP 1: RESULT

The following screen appears.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT    HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001_____ NAME: US MONEY

        REPORT DATE FROM:  __ / __ / ____ TO:  __/ __/ ____

        FAX OR BULKDATA:   _ ( F OR B )   FAX NUMBER: ( ____ ) ____-____

                F4=MENU F5=MAIN
```

STEP 2: ACTION

Specify the date range you would like the report to cover and the number of the fax machine you would like for it to be sent to. Press Enter.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001__  NAME: US MONEY

        REPORT DATE FROM:  07 / 02 / 2000  TO: 08 / 02 / 2000

        FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (123) 456-7890

        F4=MENU F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001__  NAME: US MONEY

        REPORT DATE FROM:  07 / 02 / 2000  TO: 08 / 02 / 2000

        FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (123) 456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
TO CANCEL, TYPE "N" AND PRESS ENTER.

        F4=MENU F5=MAIN
```

STEP 3: ACTION

Type 'Y' to confirm and press Enter.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001__  NAME:

          REPORT DATE FROM:  07 / 02 / 2000  TO: 08/ 02 / 2000

          FAX OR BULKDATA:      F ( F OR B )    FAX NUMBER: (123) 456-7890

THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER;
TO CANCEL, TYPE "N" AND PRESS ENTER.                                Y

          F4=MENU F5=MAIN
```

STEP 3: RESULT

Another message now informs you that your request has been accepted.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001__  NAME:

          REPORT DATE FROM:  07 / 02 / 2000  TO: 08/ 02 / 2000

          FAX OR BULKDATA:      F ( F OR B )    FAX NUMBER: (123) 456-7890

          F4=MENU F5=MAIN

I0074  REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

You may press Enter to clear the screen and request additional reports. Here we will press F4 to return to the Report Request Menu.

```
SP517A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP517AO        DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY REPORT        HH:MM:SS
08/09/2000 T

ENTER:  AGENCY LOCATION CODE: 11000001__  NAME:

REPORT DATE FROM:  07 / 02 / 2000  TO: 08/ 02 / 2000

FAX OR BULKDATA:      F (F OR B)    FAX NUMBER: (123) 456-7890

F4=MENU F5=MAIN

I0074  REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Report Request Menu appears.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP525AO        REPORT REQUEST MENU                                HH:MM:SS
08/09/2000 T

<1>  ACCOUNT SETTLEMENT REPORT
<2>  ACCOUNTS WITH END DATES REPORT
<3>  DATA RETRIEVAL REPORT
<4>  DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT
<5>  CASH MANAGEMENT REPORTS

ENTER SELECTION NUMBER:
PRESS ENTER

F2=EXIT          F5=MAIN
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

This is the report we requested.

RUN DATE: 08/03/2000 AUTOMATED STANDARD APPLICATION FOR PAYMENTS PROGRAM: SPPQ980U
RUN TIME: 06:44:12 MONTHLY SUMMARY OF DEBIT VOUCHERS AND DEPOSIT TICKETS PAGE: 1
REPORTED BY ASAP TO CA\$HLINK FOR ALC 11000001

AGENCY LOCATION CODE: 11000001
DATE RANGE: 07/02/2000 - 08/02/2000

DATE	VOUCHER NUMBER	DEBIT VOUCHER AMOUNT	DEPOSIT TICKET
07/02/2000	000001	\$999,999,999,999.99	
07/03/2000	-----	-----	-----
07/04/2000	000008	\$999,999,999,999.99	
07/05/2000	000022	\$999,999,999,999.99	
07/06/2000	000031		\$999,999,999,999.99
07/06/2000	000033	\$999,999,999,999.99	
07/09/2000	000041	\$999,999,999,999.99	
07/10/2000	000057	\$999,999,999,999.99	
07/11/2000	000063	\$999,999,999,999.99	
07/12/2000	000077	\$999,999,999,999.99	
07/13/2000	000080		\$999,999,999,999.99
07/13/2000	000086	\$999,999,999,999.99	
07/16/2000	000095	\$999,999,999,999.99	
07/17/2000	000102	\$999,999,999,999.99	
07/18/2000	000110	\$999,999,999,999.99	
07/19/2000	000115	\$999,999,999,999.99	
07/20/2000	000117		\$999,999,999,999.99
07/20/2000	000120	\$999,999,999,999.99	
07/23/2000	000126	\$999,999,999,999.99	
07/24/2000	000135	\$999,999,999,999.99	
07/26/2000	000141	\$999,999,999,999.99	
07/27/2000	000151		\$999,999,999,999.99
07/27/2000	000162	\$999,999,999,999.99	
07/30/2000	000170	\$999,999,999,999.99	
07/31/2000	000181	\$999,999,999,999.99	

TOTAL DEBIT VOUCHER AMOUNT: \$999,999,999,999.99
TOTAL DEPOSIT TICKET AMOUNT: \$999,999,999,999.99
NET TOTAL: \$999,999,999,999.99

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

SECTION 4.5**CASH MANAGEMENT REPORTS**

The Cash Management Reports were designed to help Federal Agencies and Recipient Organizations with their monthly cash transaction reporting. The reports will assist users in determining draw patterns and number of days between settlement dates. Any ASAP user may request these reports. Information may be sorted by ALC/Recipient ID/ CFDA number or by ALC/Recipient ID/Account ID for a time period of up to 367 calendar days.

REPORT AND SCREEN FIELDS TO NOTE

The following fields appear on the report and/or the prompt screen:

- **Agency Location Code/Region, Recipient ID** - These fields are required on the prompt screen. Either the Agency Location Code or the Recipient ID may be “all” but both cannot be “all”.
- **CFDA, Account ID** - Either the CFDA or Account ID may be blank, but both can't be blank.
- **From and To** dates - The date range is limited to 367 days.
- **Fax or Bulkdata** - On the prompt, this indicates the method by which you will receive the report:

If you specify “F” for fax and provide a fax number, the report will be sent to that fax machine.

If you specify “B” for Bulkdata and you receive your automatic daily reports at a **Fedline** terminal, this report will also appear on your Fedline terminal.

If you specify “B” for Bulkdata and you receive your automatic daily reports via a **mainframe** connection, this report will be sent to your mainframe.

In any case, this report will be sent within 24 hours of your request.

EXAMPLE

In this example we will request a Cash Management Report for all Recipients and all accounts for a specified ALC and date range. At the end of the example you will find a layout of the resulting report.

- ALC
- All Recipient IDs
- All Account IDs
- Date Range

STEP 1: ACTION

After selecting menu option 6 from the Main Menu, the Report Request Menu appears.
Choose option 5 and press Enter.

```
SP525A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP525AO          REPORT REQUEST MENU                             HH:MM:SS
08/09/2000 T

                <1> ACCOUNT SETTLEMENT REPORT

                <2> ACCOUNTS WITH END DATES REPORT

                <3> DATA RETRIEVAL REPORT

                <4> DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT

                <5> CASH MANAGEMENT REPORTS

                                ENTER SELECTION NUMBER: 5
                                PRESS ENTER

                F2=EXIT          F5=MAIN
```

STEP 1: RESULT

The following screen appears.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP518AO          CASH MANAGEMENT REPORTS                       HH:MM:SS
08/09/2000 T

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

AND     RECIPIENT ID: _____ (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: _____

AND DATE RANGE FROM:  __ / __ / ____      TO:  __ / __ / ____

AND FAX OR BULKDATA:  _ (F OR B)  FAX NUMBER: ( ____ ) ____ - ____

                F4=MENU      F5=MAIN
```

STEP 2: ACTION

Specify the required information along with the desired date range. In this example we will specify F for fax delivery and provide the fax number to which the report will be sent. Press Enter.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP518AO          CASH MANAGEMENT REPORTS                        HH:MM:SS
08/09/2000 T

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

AND     RECIPIENT ID: ALL          (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 123 ) 456 - 7890
                        F4=MENU    F5=MAIN
```

STEP 2: RESULT

A message at the bottom of the screen asks you to confirm your request.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/09/00
SP518AO          CASH MANAGEMENT REPORTS                        HH:MM:SS
08/09/2000 T

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

AND     RECIPIENT ID: ALL          (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 123 ) 456-7890
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
TO CANCEL, TYPE "N" AND PRESS ENTER.
                        F4=MENU    F5=MAIN
```

STEP 3: ACTION

Type Y to confirm and press Enter.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

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

AND      RECIPIENT ID: ALL              (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 123 ) 456 - 7890
THIS REPORT WILL BE DELIVERED AS DESCRIBED ABOVE WITHIN 24 HOURS.
TO RECEIVE THIS REPORT, TYPE "Y" AND PRESS ENTER,
TO CANCEL, TYPE "N" AND PRESS ENTER.                      Y
F4=MENU  F5=MAIN
```

STEP 3: RESULT

Another message now informs you that your request has been accepted.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                             HH:MM:SS
08/09/2000 T

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

AND      RECIPIENT ID: ALL              (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F (F OR B)  FAX NUMBER: ( 123 ) 456 - 7890

F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: ACTION

Press F5 to return to the Main Menu.

```
SP518A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/09/00
SP518AO          CASH MANAGEMENT REPORTS                          HH:MM:SS
08/09/2000 T

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

AND      RECIPIENT ID: ALL                (ENTER A RECIPIENT ID OR
                                                ALL FOR ALL RECIPIENTS)

AND/OR  CFDA: _____
AND/OR  ACCOUNT ID: ALL_____

AND DATE RANGE FROM:  07 / 01 / 2000      TO:  08 / 09 / 2000

AND FAX OR BULKDATA: F  (F OR B)  FAX NUMBER: ( 123 ) 456 - 7890

                F4=MENU  F5=MAIN
I0074 REPORT REQUESTED.  PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.
```

STEP 4: RESULT

The Main Menu is displayed.

```
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:
ORGANIZATION ACCESS CODE:                            PRESS ENTER

                F2=EXIT
```

STEP 5: ACTION

Within 24 hours, check the fax machine you specified to receive your report.

STEP 5: RESULT

The report we requested is on the next page.

User Initiated Reports

Cash Management Reports - Example

RUN DATE: MM/DD/CCYY
 RUN TIME: HH:MM:SS

AUTOMATED STANDARD APPLICATION FOR PAYMENTS
 AVERAGE DAY ANALYSIS BY ALC/RECIPIENT ID/ACCOUNT ID REPORT

PROGRAM: SPPQ985U
 PAGE: 99999

AGENCY LOCATION CODE/REGION: 11000001
 RECIPIENT ID: ALL
 ACCOUNT ID: ALL
 CFDA:
 DATE RANGE: 07/01/2000 - 08/09/2000

SHORT NAME: US MONEY1
 SHORT NAME:

RECIPIENT ID: 0101111 SHORT NAME: GRAYU

ACCOUNT NUMBER	CFDA	GROUP ID	BEGINNING BALANCE	AUTHORIZATIONS	PAYMENTS & ADJUSTMENTS (PY/RP/BE)	AVAILABLE ENDING BALANCE	AVG DAYS
12345678901234567890 F1R10003	99.999 10.564	99999999999	99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-9,999,999,999,999.99-	1,100,254,555.23	223,456,235.45-	891,918,875.56	999.9 5.7
TOTALS:			99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-				99.9

RECIPIENT ID: 0202222 SHORT NAME: GREENU

ACCOUNT NUMBER	CFDA	GROUP ID	BEGINNING BALANCE	AUTHORIZATIONS	PAYMENTS & ADJUSTMENTS (PY/RP/BE)	AVAILABLE ENDING BALANCE	AVG DAYS
12345678901234567890 F1R10003	99.999 10.564	99999999999	99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-9,999,999,999,999.99-	1,100,254,555.23	223,456,235.45-	891,918,875.56	999.9 5.7
TOTALS:			99,999,999,999,999.99-99,999,999,999,999.99-9,999,999,999,999.99-99,999,999,999,999.99-				99.9

TOTAL ALC:

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