

CHAPTER 5:

NOTIFICATIONS

PURPOSE

The purpose of this chapter is to describe the Notifications that an organization may receive, the conditions that generate those notifications, and how long the Notifications are retained.

REVIEW

Notifications are system generated messages sent to ASAP User organizations when certain key events occur. These events may include but are not limited to - when an available balance is increased or decreased, when a request is awaiting agency review, or when new ASAP accounts are added.

Notifications are not directed to one user in an organization but are directed to the organization as a whole. Therefore, the first user to read the Notification messages should share the information with other users within the organization.

Unread Notification messages are retained for 25 business days. Read Notification messages are retained for five (5) business days. After the retention period, Notification messages are purged.

When a user logs onto the ASAP system, a message will appear indicating that the organization has unread notification messages. The following screen shows the message:

```

SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO          INQUIRY MENU                                     16:43:13
08/02/2000      T

                < 1> PAYMENT REQUEST STATUS INQUIRY PROMPT
                < 2> ACCOUNT BALANCE INQUIRY PROMPT
                < 3> ACCOUNT STATEMENT INQUIRY PROMPT
                < 4> AUTHORIZATION TRANSACTION INQUIRY PROMPT
                < 5> ACCOUNT PROFILE INQUIRY
                < 6> FEDERAL PROGRAM AGENCY INQUIRY
                < 7> PAYMENT REQUESTOR INQUIRY
                < 8> RECIPIENT ORGANIZATION INQUIRY
                < 9> CFDA INQUIRY
                <10> ALC INQUIRY
                <11> RETURNED PAYMENT INQUIRY PROMPT
                <12> BOOK ENTRY ADJUSTMENT INQUIRY PROMPT
                <13> INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT
                <14> SUPER USER INQUIRY
                <15> VOICE RESPONSE ACCOUNT NUMNER INQUIRY PROMPT
                                ENTER SELECTION NUMBER: ___
                                PRESS ENTER

                F2=EXIT          F5=MAIN

I0118 YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES

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LIST OF NOTIFICATIONS

The following table shows the current list of notifications that a Federal Program Agency, a Recipient Organization, and a Payment Requestor may receive. State Super Users receive the same notifications as Requestors and Recipients with an organization type of State Agency in their states.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0002	Requestors	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR REQUESTOR PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING PAYMENT REQUESTOR INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0003	Recipients	PRFL CHG	THIS MESSAGE IS TO ADVISE THAT CHANGES HAVE BEEN MADE TO YOUR RECIPIENT PROFILE. YOU MAY INQUIRE ON YOUR PROFILE USING RECIPIENT ORGANIZATION INQUIRY IN THE INQUIRY MENU. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
0004	Agencies	FILE REJ	<p>THE FOLLOWING ACCOUNT / AUTHORIZATION FILE HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE FILE NUMBER</p> <p>@DATE @FILE</p> <p>REJECT REASON:</p> <p>@RESN</p>
0005	Agencies	ACCT REJ	<p>THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE FILE NUMBER FPA/RGN</p> <p>@DATE @FILE @FPA</p> <p>RECIPIENT ID ACCOUNT ID CHANGE TYPE</p> <p>@ROID @ACCT @ACTN</p> <p>REJECT REASON:</p> <p>@RESN</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0006	Agencies	AUTH REJ	<p>THE FOLLOWING BATCH AUTHORIZATION TRANSACTION HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE FILE NUMBER AUTH EFF. DATE @DATE @FILE @EFDT</p> <p>FPA/RGN RECIPIENT ID ACCOUNT ID INCR/DECR @FPA @ROID @ACCT @INDC</p> <p>AUTHORIZATION AMOUNT: @AUAM</p> <p>REJECT REASON: @RESN</p>
0007	Agencies Requestors	PMT REJECT	<p>THE FOLLOWING PAYMENT WAS REJECTED BY ACH. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:</p> <p>FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT</p> <p>REQUEST DATE REQUEST AMOUNT REJECT DATE @RQDT @AMT @DATE</p>
0008	Agencies Requestors Recipients	PMT REJECT	<p>THE FOLLOWING PAYMENT WAS REJECTED BY FUNDS. THE REQUESTED AMOUNT HAS BEEN RESTORED TO THE ASAP ACCOUNT BALANCE:</p> <p>FEDERAL AGENCY RECIPIENT ID ACCOUNT ID @FPA @ROID @ACCT</p> <p>REQUEST DATE REQUEST AMOUNT REJECT DATE @RQDT @AMT @DATE</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0016	Requestors Recipients	PMT REVIEW	<p>FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE :</p> <p>REQUEST DATE #ITEMS REQUEST AMOUNT ACTION</p> <p>@RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ</p> <p>YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.</p>
0017	Requestors Recipients	PMT CANNED	<p>FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST:</p> <p>REQUEST DATE SETTLEMENT DATE REQUEST AMOUNT</p> <p>@RQDT @STDT @AMT</p> <p>IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0018	Requestors Recipients	AGNCY REV	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNT ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0019	Requestors Recipients	RO REVIEW	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT ALL OF ITS ACCOUNTS FOR RECIPIENT @ROID ARE SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0020	Requestors Recipients	ACCT REVW	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO AGENCY REVIEW. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0021	Requestors Recipients	AGNCY REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ALL ACCOUNTS UNDER REVIEW. YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0022	Requestors Recipients	ROID REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR ACCOUNTS UNDER REVIEW FOR RECIPIENT ID @ROID . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.
0023	Requestors Recipients	ACCT REVW	FEDERAL AGENCY @FPA HAS MADE CHANGES TO AGENCY REVIEW PARAMETERS FOR THE FOLLOWING ACCOUNT: RECIPIENT ID @ROID , ACCOUNT ID @ACCT . YOU MAY INQUIRE ON THE PARAMETERS USING ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0024	Requestors Recipients	ACCT DET	<p>ACCOUNT DETAILS HAVE BEEN ADDED/UPDATED FOR THE FOLLOWING ACCOUNT:</p> <p>FEDERAL PROGRAM AGENCY: @FPA</p> <p>RECIPIENT ID: @ROID</p> <p>ACCOUNT ID: @ACCT</p> <p>YOU MAY INQUIRE INTO THE CHANGES USING THE ACCOUNT PROFILE INQUIRY IN THE INQUIRY MENU. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>
0025	Agencies	DET REJ	<p>THE FOLLOWING BATCH ACCOUNT DETAIL HAS BEEN REJECTED BY THE ASAP SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.</p> <p>FILE DATE FILE NUMBER FPA/RGN CHANGE TYPE @DATE @FILE @FPA @ACTN</p> <p>RECIPIENT ID ACCOUNT ID ACCOUNT DETAIL ID @ROID @ACCT @ACDL</p> <p>REJECT REASON: @RESN</p>
0026	Requestors Recipients	MAX DRAW	<p>FEDERAL AGENCY @FPA HAS SPECIFIED THAT THE FOLLOWING ACCOUNT FOR RECIPIENT @ROID , ACCOUNT ID @ACCT IS SUBJECT TO A MAXIMUM DRAW LIMIT. IF YOU HAVE ANY QUESTIONS OR NEED FURTHER INFORMATION, PLEASE CONTACT THE FEDERAL AGENCY.</p>

Online Notifications			
Msg ID	Message Receivers	Short Name	Message Text
0027	Requestors Recipients	AUTH XFER	<p>THE BALANCE OF THE FOLLOWING ACCOUNT: AGENCY: @FPA RECIPIENT ID: @ROID ACCOUNT: @ACCT HAS BEEN INCREASED BY THE FOLLOWING AMOUNT: @AMT DUE TO AN INTERSTATE AUTHORIZATION TRANSFER FROM STATE @RGN ON @DATE.</p> <p>YOU MAY USE THE AUTHORIZATION TRANSFER INQUIRY SCREEN IN THE INQUIRY MENU TO INQUIRE ON THIS TRANSACTION.</p>

GUIDE TO EXAMPLE

In this section, users will learn how to use the Notification feature. Review the following example.

STEP 1: ACTION

On the Main Menu, type 7 for Notifications and press Enter.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/31/00
SP010AO          MAIN MENU SELECTIONS                            HH:MM:SS
08/31/2000 T

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

ASAP ID _____
ORGANIZATION ACCESS CODE

                ENTER SELECTION NUMBER: 7
                PRESS ENTER

                F2=EXIT
    
```

STEP 1: RESULT

The Notification List appears.

```

SP265A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/31/00
SP265AO          NOTIFICATION LIST                              HH:MM:SS
08/31/2000 T

SELECT <S> TO READ                                           PAGE 1 OF 1

S  DATE/TIME  SENT  SENDER ID  SENDER SHRT NAME  DATE/TIME READ  READ BY
-  08/31/2000 10:46 SYSTEM      PMT REV
-  08/27/2000 15:05 SYSTEM      FILE REJ        08/30/2000 15:05  E1XXX01
-  08/10/2000 11:59 SYSTEM      RET RECLS
-  08/10/2000 16:24 SYSTEM      ACCT REJ

                F5=MAIN
    
```

STEP 2: ACTION

On the Notification List choose which notification you would like to view the Detail on by placing an 'S' in the SELECT field and pressing ENTER.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/31/00
SP265AO	NOTIFICATION LIST					HH:MM:SS
08/31/2000 T						
SELECT <S> TO READ			PAGE 1 OF 1			
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME READ	READ BY
_	08/31/2000	10:46	SYSTEM	PMT REV		
_	08/27/2000	15:05	SYSTEM	FILE REJ	08/30/2000 15:05	
						E1XXX 01
S	08/10/2000	11:59	SYSTEM	RET RECLS		
_	08/10/2000	16:24	SYSTEM	ACCT REJ		
F5=MAIN						

STEP 2: RESULT

The Notification Detail you specified appears.

SP270A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/31/00
SP270AO	NOTIFICATION DETAIL					HH:MM:SS
08/31/2000 T						
3 OF 4 MESSAGES						
DATE SENT:	08/10/2000	SENDER LOGON:	SPPM305U	SENDER ASAP ID:	SYSTEM	
TIME SENT:	11:59:22			SHORT NAME:	RET RECLS	
MESSAGE ID:	0010					
MESSAGE TEXT:						
A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:						
FEDERAL AGENCY	RECIPIENT ID	ACCOUNT ID	RECLASSIFIED AMOUNT	RECLASSIFIED DATE		
11000001	0101111	F1R10002	\$100,000.00	08/10/2000		
THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.						
					F7=PREV F8=NEXT	
F11=LIST						
I0122	NOTIFICATION DISPLAYED.					

STEP 3: ACTION

To view more Notifications addressed to your organization press the F8=NEXT key to see the next available notification.

```

SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP270A0          NOTIFICATION DETAIL                                HH:MM:SS
08/31/2000 T

      3 OF 4 MESSAGES
DATE SENT: 08/10/2000          SENDER LOGON: SPPM305U          SENDER ASAP ID:
SYSTEM
TIME SENT: 11:59:22          SHORT NAME: RET
RECLS
MESSAGE ID:0010
MESSAGE TEXT:

      A RETURNED PAYMENT HAS BEEN RECLASSIFIED FROM THE FOLLOWING ACCOUNT:

FEDERAL AGENCY  RECIPIENT ID  ACCOUNT ID  RECLASSIFIED AMOUNT  RECLASSIFIED DATE
11000001          0101111          F1R10002          $100,000.00          08/10/2000

THE ACCOUNT BALANCE FOR THIS ACCOUNT HAS BEEN DECREASED BY THE CLASSIFIED
AMOUNT. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.
              F7=PREV F8=NEXT          F11=LIST
I0122  NOTIFICATION DISPLAYED.
    
```

STEP 3: RESULT

You are then presented with Notification 4 of 4. You may use F7=PREV to review previous notifications.

```

SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP270A0          NOTIFICATION DETAIL                                HH:MM:SS
08/31/2000 T
      4 OF 4 MESSAGES
DATE SENT: 08/10/2000          SENDER LOGON: SPPM065U          SENDER ASAP ID:
SYSTEM
TIME SENT: 16:24:11          SHORT NAME: ACCT REJ
MESSAGE ID: 0005
MESSAGE TEXT:

      THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP
SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

FILE DATE FILE NUMBER  FPA/RGN  RECIPIENT ID ACCOUNT ID  CHANGE TYPE
08/09/2000 XXXX          11000001  0101111          F1R10002          XXXXX

REJECT REASON: XX
              F7=PREV          F11=LIST
I0122  NOTIFICATION DISPLAYED.
    
```

STEP 4: ACTION

To get back to the Notification List, press F11=LIST.

```

SP270A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP270AO          NOTIFICATION DETAIL                                HH:MM:SS
08/31/2000 T

      4 OF 4 MESSAGES
DATE SENT: 08/10/2000          SENDER LOGON: SPPM065U          SENDER ASAP ID: SYSTEM
TIME SENT: 16:24:11          SHORT NAME: ACCT REJ
MESSAGE ID: 0005
MESSAGE TEXT:

      THE FOLLOWING BATCH ACCOUNT TRANSACTION HAS BEEN REJECTED BY THE ASAP
SYSTEM. PLEASE CONTACT YOUR SERVICING RFC IF YOU HAVE QUESTIONS.

FILE DATE FILE NUMBER  FPA/RGN  RECIPIENT ID ACCOUNT ID  CHANGE TYPE
08/09/2000 XXXX      11000001  0101111      F1R10002      XXXXX

REJECT REASON: XX

                                                    F7=PREV

F11=LIST
I0122  NOTIFICATION DISPLAYED.
    
```

STEP 4: RESULT

The Notification List appears allowing for the selection of another Notification or access to the Main Menu.

```

SP265A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/31/00
SP265AO          NOTIFICATION LIST                                HH:MM:SS
08/31/2000 T

SELECT <S> TO READ          PAGE 1 OF 1

S  DATE/TIME  SENT  SENDER ID  SENDER SHRT NAME  DATE/TIME READ  READ BY
_  08/31/2000 10:46 SYSTEM      PMT REV
_  08/27/2000 15:05 SYSTEM      FILE REJ          08/30/2000 15:05  E1XXX01
_  08/10/2000 11:59 SYSTEM      RET RECLS        08/31/2000 15:20  E1XXX01
_  08/10/2000 16:24 SYSTEM      ACCT REJ          08/31/2000 15:20  E1XXX01

                                                    F5=MAIN
    
```

STEP 5: ACTION

Press F5=MAIN to return to the Main Menu.

SP265A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS						08/31/00
SP265AO	NOTIFICATION LIST						HH:MM:SS
08/31/2000 T							
SELECT <S> TO READ			PAGE 1 OF 1				
S	DATE/TIME	SENT	SENDER ID	SENDER SHRT NAME	DATE/TIME	READ	READ BY
-	08/31/2000	10:46	SYSTEM	PMT REV			
-	08/27/2000	15:05	SYSTEM	FILE REJ	08/30/2000	15:05	E1XXX01
-	08/10/2000	11:59	SYSTEM	RET RECLS	08/31/2000	15:20	E1XXX01
-	08/10/2000	16:24	SYSTEM	ACCT REJ	08/31/2000	15:20	E1XXX01
F5=MAIN							

STEP 5: RESULT

The Main Menu appears allowing for the selection of other Menu items.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS						08/31/00
SP010AO	MAIN MENU						HH:MM:SS
08/31/2000 T							
<1> PAYMENT REQUEST PROCESSING <2> INQUIRY MENU <3> FEDERAL AGENCY FUNCTIONS MENU <4> RFC FUNCTIONS MENU <5> FRB SUPPORT PROCESSING <6> REPORT REQUEST MENU <7> NOTIFICATIONS							
ASAP ID _____ ORGANIZATION ACCESS CODE							
ENTER SELECTION NUMBER: PRESS ENTER							
F2=EXIT							