

*Automated Standard Application  
for Payments*

***ASAP***<sub>sm</sub>

*The ASAP Guide  
for  
Inquiry Users*

*JUNE 2001*

**THE ASAP GUIDE FOR INQUIRY USERS  
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# **CHAPTER 1:**

# **FOUNDATIONS**

## PURPOSE

This chapter:

- Introduces the basic ideas behind the ASAP system;
- Explains how to read the Guide; and
- Provides a checklist of what you will need before you begin using ASAP.

## WHAT IS ASAP?

The Automated Standard Application for Payments (ASAP) is a system through which organizations receiving Federal dollars can draw funds pre-authorized by Federal Agencies for payment through U.S. Treasury.

ASAP is an all-electronic payment and information system developed jointly by the Financial Management Service (FMS) of the US Treasury and the Federal Reserve Bank of Richmond.

## ASAP USER ORGANIZATIONS

In ASAP,

- Federal Agencies provide funds;
- Payment Requestors draw the Federal funds; and
- Recipient Organizations use the Federal funds.
- Regional Financial Centers (RFCs) of the Financial Management Service provide customer support to ASAP users.

A "Payment Requestor" in ASAP is an **organization authorized to draw Federal funds** for deposit into bank accounts it specifies.

In some instances a Recipient Organization has the authority to draw its own Federal funds, in which case that organization is **both** a Payment Requestor and a Recipient Organization in ASAP.

In other instances only a **separate** Payment Requestor, such as a State Treasurer or Controller, has the authority to draw down Federal funds for use by one or more Recipient Organization.

ASAP distinguishes between the roles of "Recipient Organization" and "Payment Requestor" because each role allows a different set of system capabilities.

### HOW ASAP WORKS

- Federal Agencies, Payment Requestors, and Recipient Organizations **enroll** on a one time basis to use ASAP.
- Federal Agencies establish and maintain **accounts** in ASAP to control the flow funds to Recipient Organizations.
- Payment Requestors initiate **payment requests** via ASAP to meet cash needs of Recipient Organizations.
- Approved requests may be paid the **same day** via the Federal Reserve's **FEDWIRE** system.
- Approved requests may be paid **on a business day from one to 32 calendar days** from the request date via the **Automated Clearing House (ACH)** system.

### ACCOUNTS

All funds in the ASAP system reside in **Accounts**. These accounts are defined and created by each Federal Agency for its own programs in ASAP. Below are some important points to remember about ASAP Accounts:

- The structure of each ASAP Account **always** includes the Federal Agency providing the funds, the Recipient Organization using the funds, and an Account ID chosen by the Federal Agency to track the funds. Each ASAP Account is unique.
- The ASAP Account is the **lowest level** at which the ASAP system, maintains transaction activity. It can represent a program, a group of programs, or some unit within a program.
- For each ASAP Account, there is only **one** Payment Requestor that can draw funds from that account.
- Federal Agencies fund their ASAP accounts by entering spending **authorizations**.
- The amount of money in each ASAP Account available for drawdown by a Payment Requestor is called the **available balance**.
- ASAP Accounts are **not bank accounts**, and available balances are not funds in the Requestor's bank account. When a Federal Agency enters an authorization to an ASAP Account, no money leaves the US Treasury until 1) a payment request is made and approved against that ASAP Account, and 2) the payment settles at the Payment Requestor's financial institution.

## IDENTIFIERS

To summarize, ASAP transactions revolve around **Federal Agencies, Payment Requestors, Recipient Organization, and ASAP Accounts**. In order to use ASAP, you must become familiar with the identifiers for each.

- Each Federal Agency is identified by a unique 8-digit Agency Location Code.
- In cases where there are multiple regional offices of the same Federal Agency in ASAP, a 2-character **Region** code is used in addition to the **Agency Location Code** to distinguish each regional office.
- Each Payment Requestor is identified by a unique 7-digit **Requestor ID**.
- Each Recipient Organization is identified by a unique 7-digit **Recipient ID**.
- The **Account ID** is part of each ASAP account. It is from one to 20 characters long, consisting of letters and/or numbers. It is assigned by the Federal Agency according to its own account structure.

Putting the pieces together, you can specify an **ASAP account** from which to draw funds by indicating a valid combination of:

### **Agency Location Code/Region + Recipient ID + Account ID**

NOTE: A "valid combination" is one created by the Federal Agency also specifies the Requestor ID of the Payment Requestor allowed to draw funds from that account.

The following tables summarize the identifiers used in ASAP:

<b>BUSINESS-LEVEL ENTITY</b>	<b>ASAP SYSTEM IDENTIFIER</b>
Federal Agency	Agency Location Code/Region
Payment Requestor	Requestor ID
Recipient Organization	Recipient ID
ASAP Account	Valid combination of Agency Location Code/Region <i>plus</i> Recipient ID <i>plus</i> Account ID

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**HOW TO READ THIS GUIDE**

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Each of the following chapters in this Guide begins with an overview of the major concepts of that chapter, followed by one or more sections. Each section has one or more **Examples** in which a sequence of ASAP screens shows you how to perform a particular function step by step. Please see the following page for a sample Example.

In all Examples, **shaded characters** indicate data the user types on a screen. **Bold** characters indicate information that the system produces in response to a user action.

All Examples follow an ACTION - RESULT structure. The Action performed by the user appears in the top screen on each page, and the ensuing system Result appears directly below it. The next page of an Example shows the subsequent user Action and system Result, continuing in this fashion until the Example is complete.

**NOTE** All Agency Location Codes, Requestor IDs, Recipient IDs and Account Ids in this Guide are strictly for illustration. When you are participating in the test region, you will use the test data provided to you. After you cut over to production, you will use "live" production data.

**TIPS TP REMEMBER**

- The current calendar date always appears in the upper right corner of each ASAP screen.
- The **Current Cycle Date** is the date in the upper left corner of each ASAP screen. It indicates the current date in the ASAP application. In production, it will always equal the current calendar date. In the test region, this date may not equal the calendar date. This is not a problem. However, you need to be aware of what the current cycle date is in the test region.
- When an ASAP screen first appears, you may press the Enter key and have the system indicate with red question marks which fields are required to be entered on that screen.
- Use the TAB key to move the cursor to the beginning of each field in which you wish to type information. Do not use the arrow keys; they can move the cursor into areas in which you may not type. Also, do not use the Enter key to move from field to field.
- To print an ASAP screen when using CQ software, use "Print Screen" or select "file" and highlight "Print Screen to Printer" on the dropdown menu. To print an ASAP screen when using Passport for Windows, press <CTRL> and the letter "L" simultaneously.
- Refer to the Troubleshooting Guidelines in the Appendices first to resolve simple error messages.

## FUNCTION KEYS

Function keys within ASAP allow the user to navigate between screens. Some function keys are standard throughout the system - these are listed below. Other function keys only appear on certain screens and will be discussed as appropriate. Note that only available function keys are displayed to you on the screens. On some screen, function keys will not be available to you until after you have entered a value in the Action field and pressed Enter.

### Standard Function Keys

F2= EXIT -Allows you to exit ASAP and log off.

F3=PRMT - Takes you to the previous prompt screen.

F4= MENU - Takes you to previous menu.

F5= MAIN -Takes you to the Main Menu.

F7= PGUP - Moves you to the previous screen of data.

F8= PGDN - Moves you to the next screen of data.

\*\*\*SAMPLE EXAMPLE\*\*\*

STEP 1: ACTION

Fill in the prompt screen as shown below and press Enter. Note - The Account ID field is left blank.

```

SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO          ACCOUNT BALANCE INQUIRY PROMPT                      16:39:14
08/02/2000 T

REQUESTOR ID: 0101234                                SHORT NAME: GRAY U

ENTER:

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

RECIPIENT ID: 0101111                                SHORT NAME:

ACCOUNT ID:

ACCOUNT STATUS:   (O=OPEN, C=CLOSED, S=SUSPENDED
                  OR LEAVE BLANK FOR ALL)

AS OF: ___/___/____ (MM/DD/CCYY)

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

The following screen appears with all account balances for criteria specified on the prompt screen.

```

SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO          ACCOUNT BALANCE INQUIRY DETAIL                      16:40:58
08/02/2000 T

AGENCY LOCATION CODE/REGION: 11000001 /             SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
STATUS: SUSPENDED
AS OF: 01/03/2000

ACCOUNT ID          CUMULATIVE          CUMULATIVE          CURRENT
                   AUTHORIZATIONS       DRAWS/RP/BE         AVAILABLE BALANCE

F1R10001            $500,000.00          -$53,000.00         $447,000.00
F1R10002            $500,000.00          -$73,000.00         $427,000.00
F1R10003            $500,000.00          -$48,000.00         $452,000.00
F1R10004            $500,000.00          -$230,000.00        $270,000.00
F1R10005            $500,000.00          -$50,000.00         $450,000.00
F1R10006            $500,000.00          $500,000.00         $500,000.00
F1R10007            $500,000.00          -$2,000.00          $498,000.00
F1R10008            $500,000.00          $500,000.00         $500,000.00
F1R10009            $500,000.00          -$3,000.00          $497,000.00
F1R10010            $500,000.00          $500,000.00         $500,000.00

TOTALS:             $5,000,000.00        -$459,000.00        $4,541,000.00

F3=PRMT F4=MENU F5=MAIN                                F8=PGDN F9=ALC F10=RO
    
```

## GETTING STARTED

Follow the examples in the text to learn the specifics of using the ASAP system. The function that you as an Inquiry User can perform are:

- Inquiring on information in ASAP
- Requesting reports, and
- Reading notifications.

Before you begin, please go through the following **checklist** and verify that you have everything listed. If you are missing any item, or have any questions, please call your servicing RFC at the number located in Chapter 2A, page 3 of this guide.

- Personal computer, modem, printer, and operating system.
- CQ/3270 communication software loaded on the PC will be used by Federal Agency Users to access ASAP.
- Passport for Windows communication software loaded on the PC will be used by Payment Requestor/Recipient Organization Users.
- User ID and password for yourself.
- ASAP ID and Organization Access Code (OAC) for your organization for access to the test region of the ASAP system.
- Test data for one or more "dummy" Federal Agencies, Recipient Organizations and ASAP Accounts.

**GOOD LUCK!**

# **CHAPTER 2:**

# **GETTING IN**

## PURPOSE

The ASAP system resides at the Federal Reserve Bank. In order to access ASAP, you will use the CQ software to dial directly in to the Federal Reserve Bank system. In this chapter, you will learn how to log on to ASAP using the CQ software which you installed on your PC.

**NOTE:** if you are using a Fedline/3270 combination software package, your log on procedure will be slightly different. Procedures for logging on through Fedline/3270 are provided in the Fedline Installation and Use for ASAP Users document.

## USER ID

Each individual user of the ASAP system must have a User ID. This User ID defines the functions available to the user. Your user ID and temporary password are provided to you over the telephone by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you. Your password expires every thirty days. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password.

## ASAP ID

In addition to your User ID, you also have an ASAP ID (this is your Agency Location Code and Region, if applicable) and Organization Access Code (OAC) that is assigned to your organization and provided to you by your servicing RFC. You use your ALC and OAC to sign on at the ASAP Main menu. While your User ID controls the *functions* to which you have access, your ALC and OAC control the *data* to which you have access. Many organizations may know your ALC - but your OAC is known only by your organization, and prevents other organizations from accessing your data.

## GUIDE TO EXAMPLES

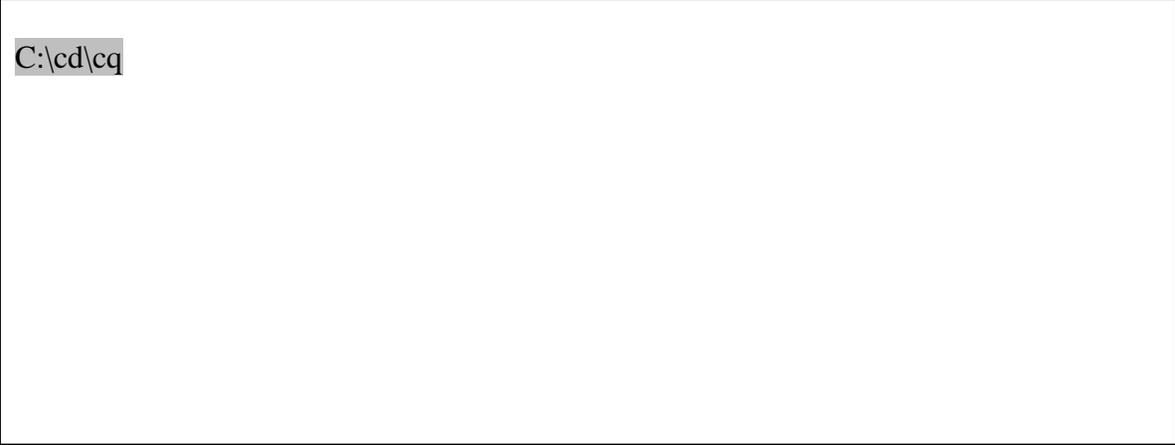
This chapter will show you how to get into ASAP using the CQ for DOS communications software and the CQ for WINDOWS software.

**EXAMPLE ONE**

Using CQ for DOS communications software, we will get into ASAP.

**STEP 1: ACTION**

First exit all applications, including WINDOWS, before using the CQ software. Get to a C: prompt in DOS. At the C prompt, change the directory to CQ and press Enter.



```
C:\cd\cq
```

**STEP 1: RESULT**

The following screen will appear.



```
C:\CQ>
```

---

**STEP 2: ACTION**

Enter the dial command - **#dial** - and press Enter.

```
C:\CQ>#dial
```

**STEP 2: RESULT**

The following screen appears.

```
Please Enter Password:
```

**STEP 3: ACTION**

Enter the password that you selected during installation and press Enter. Remember that the password **IS** case sensitive - if the password was specified during the **chngpswd** process in lower case letters, it must be typed in lower case letters; if it was specified during the **chngpswd** process in upper case letters, it must be typed in upper case letters. For security purposes, the password is not displayed when it is typed.

Please Enter Password: XXXXXXXXX

### STEP 3: RESULT

The following screen appears. In the upper right hand corner, the status line will go through initializing the modem, dialing, connecting and exchanging IDs with the host.

CQ-3270 SNA Station Emulator w/DES Release 3.4 (THE STATUS LINE IS HERE)

CQ-3270R SNA Station Emulator w/DES Release 3.4  
Serial Number 3270-04-1804031

Copyright 1986-1995 by CQ Computer Communications Inc.  
Tallahassee, FL --- All Rights Reserved

\*\*\*\*\*

CQ Computer Communications  
Inc.  
Tallahassee, Florida  
(904)562-4255

Company: Federal Reserve System  
User: Federal Reserve Bank of Richmond

\*\*\*\*\*

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Esc to stop dialing

### STEP 4: ACTION

After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the training region of ASAP. **Please note:** once you cut over to production, the logon command will be logon applid (p1uaimpx).

```
USSSFR LU = E1L2NXXX (NODE NAME)
```

```
FRAS
```

```
This is a private network  
for authorized uses by authorized users only.
```

```
Unauthorized access attempts are subject to legal prosecution.
```

```
logon applid (p1uaimcv)
```

```
(The Status Line Appears here from this point on)
```

#### STEP 4: RESULT

After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.

```
FRAS
```

```
IMS/ESA  
5.1
```

```
08/02/00
```

```
PP14 IMCV DIT IMS
```

```
08:57:46
```

```
ENTER: USERID =====>  
PASSWORD =====>  
NEW PASSWORD =====>  
(IF DESIRED)
```

```
DFS2002 08:57:46 TERMINAL CONNECTED TO IMS PIUAIMCP
```

**STEP 5: ACTION**

Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in a new password. During subsequent logons, you will use the password that you selected. Passwords expire every 30 days.

```

                                FRAS
                                IMS/ESA
                                5.1
08/02/00                      PP14 IMCV DIT IMS                      08:57:46
ENTER: USERID =====> e1xxx01
      PASSWORD =====> xxxxxxxx
      NEW PASSWORD =====> xxxxxxxx
      (IF DESIRED)
DFS2002 08:57:46 TERMINAL CONNECTED TO IMS  PIUAIMCP
```

**STEP 5: RESULT**

The following screen is displayed.

```

TIME: 08:59:29          DATE: 08/02/00
      FORMAT REQUEST
      _____
ENTER TRANSACTION FORMAT OR PRESS <CLEAR>
      FORMAT ==>>
```

DFS058I 08:59:29 SIGN COMMAND COMPLETED

**STEP 6: ACTION**

Type **asap** and press **Enter**.

```

TIME: 08:59:29          DATE: 08/02/00

      FORMAT REQUEST
      _____
ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

      FORMAT ===> asap

DFSO58I 08:59:29 SIGN COMMAND COMPLETED

```

**STEP 6: RESULT**

The ASAP 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 7: ACTION**

On the Main Menu, type in your ASAP ID (this is your ALC and Region, if applicable) and Organization Access Code. For security reasons, the OAC is not displayed when entered. Select a menu option and press Enter. **Note:** On your next sign on, you will not need to enter the ASAP ID and OAC if you will be using the same ID and OAC. You will just make your menu selection. If you don't recall the last ID you used, press the Enter key while the SELECTION NUMBER is blank and the ID will appear.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000	T	
<p>&lt;1&gt; PAYMENT REQUEST PROCESSING          &lt;2&gt; INQUIRY MENU          &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU          &lt;4&gt; RFC FUNCTIONS MENU          &lt;5&gt; FRB SUPPORT PROCESSING          &lt;6&gt; REPORT REQUEST MENU          &lt;7&gt; NOTIFICATIONS</p>		
<p>ASAP ID: 11000001          ORGANIZATION ACCESS CODE: xxxxxxxx</p>		
<p>ENTER SELECTION NUMBER: 2          PRESS ENTER</p>		
<p>F2=EXIT</p>		

**STEP 7: RESULT**

The Inquiry Menu appears

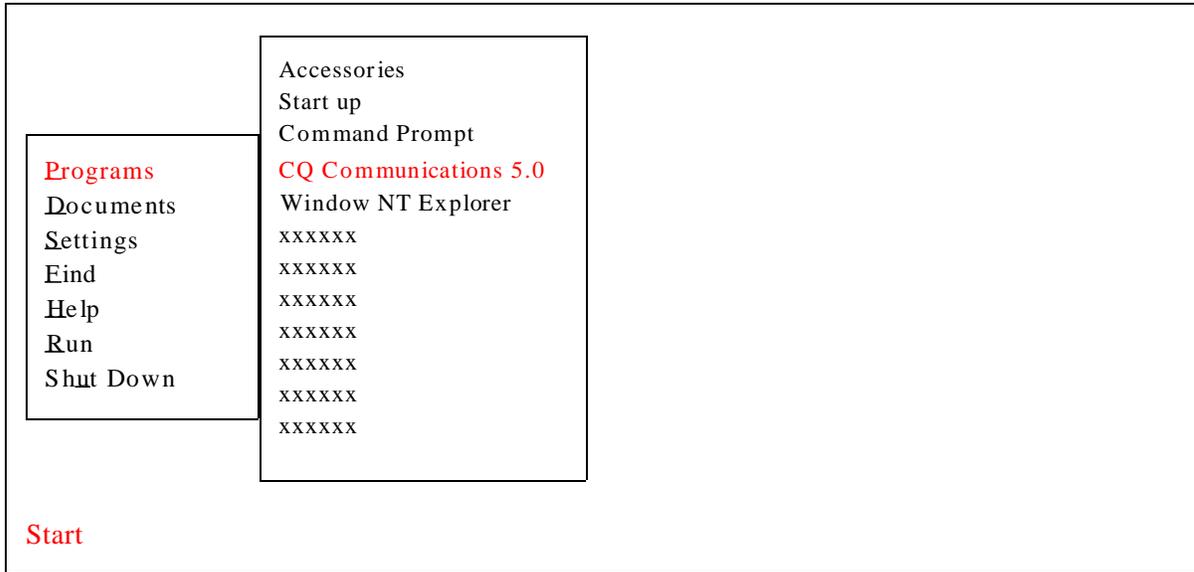
SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000	T	
<p>** ASAP IS IN TEST MODE **</p>		
<p>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT          &lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT          &lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT          &lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT          &lt; 5&gt; ACCOUNT PROFILE INQUIRY          &lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY          &lt; 7&gt; PAYMENT REQUESTOR INQUIRY          &lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY          &lt; 9&gt; CFDA INQUIRY          &lt;10&gt; ALC INQUIRY          &lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT          &lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT          &lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT          &lt;14&gt; SUPER USER INQUIRY          &lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</p>		
<p>ENTER SELECTION NUMBER: _          PRESS ENTER</p>		
<p>F2=EXIT                      F5=MAIN</p>		

**EXAMPLE TWO**

Using CQ for Windows communications software, we will get into ASAP.

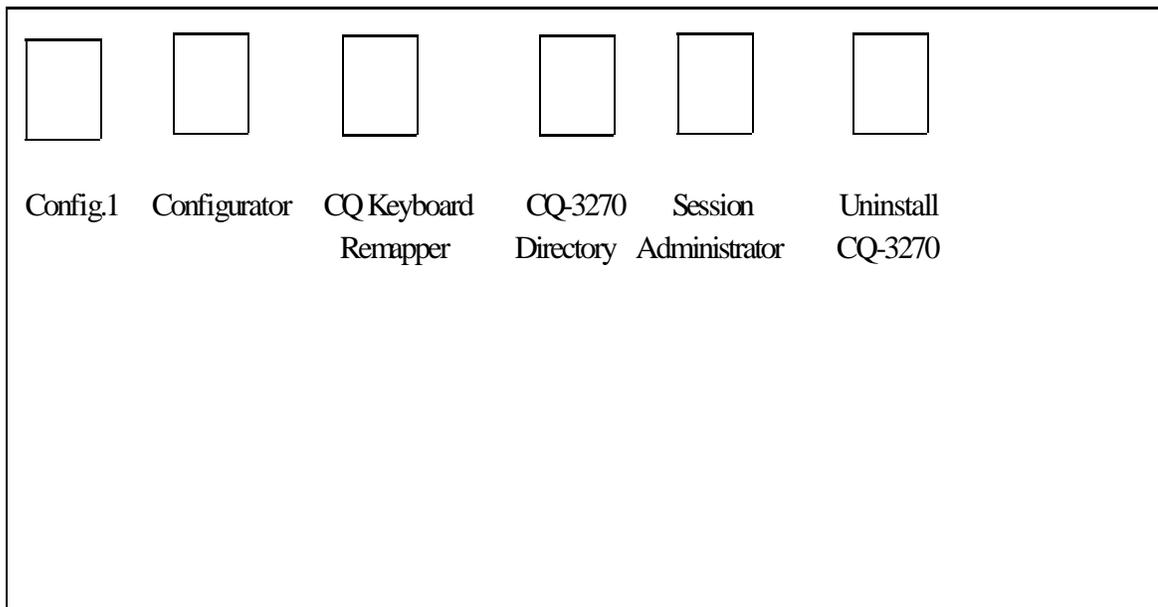
**STEP 1: ACTION**

From the Start, select Programs and double click on CQ Communications 5.0



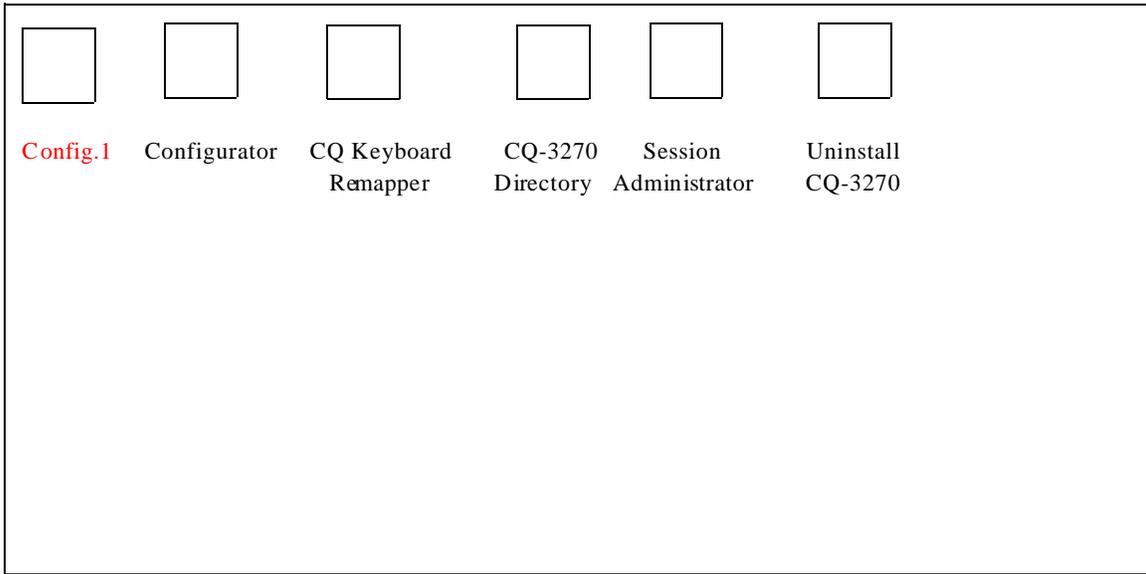
**STEP 1: RESULT**

CQ WIN screen will appear



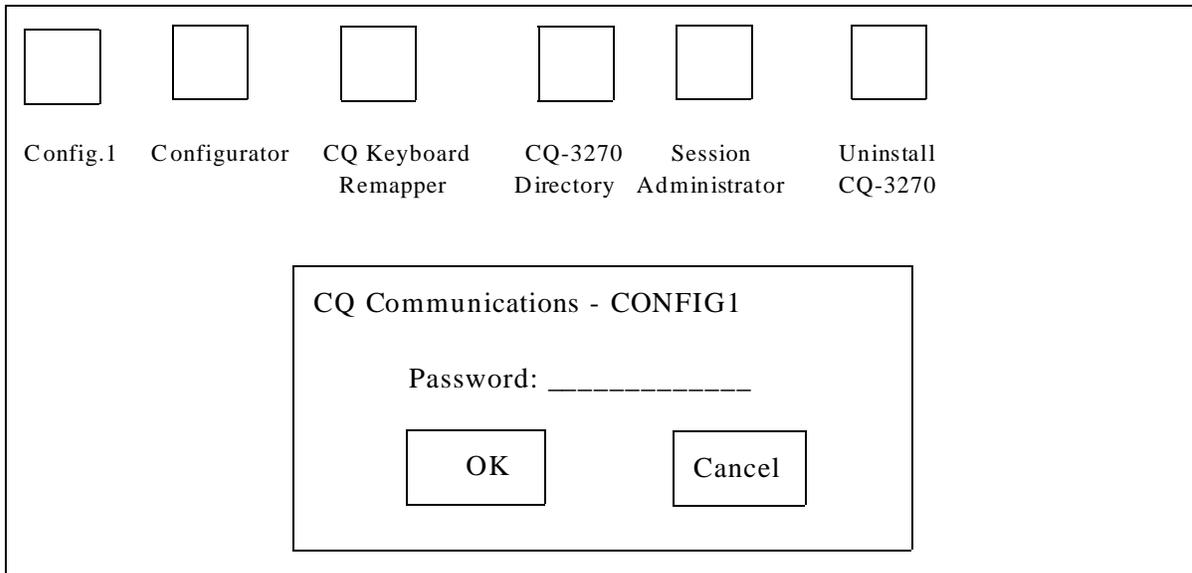
**STEP 2: ACTION**

Click on the Session Administrator icon or the Config.1 icon.



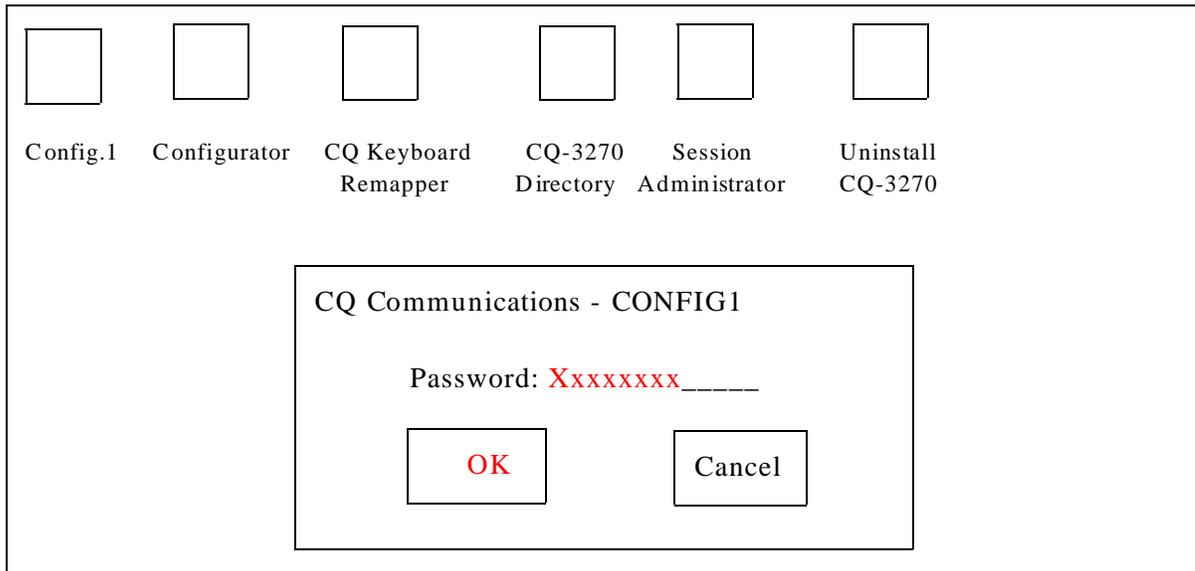
**STEP 2: ACTION**

You will get the CQ Communications - Config1. The CQ logo appears in “front” of the password box and you can click on it to get rid of it or it will go away on its own.



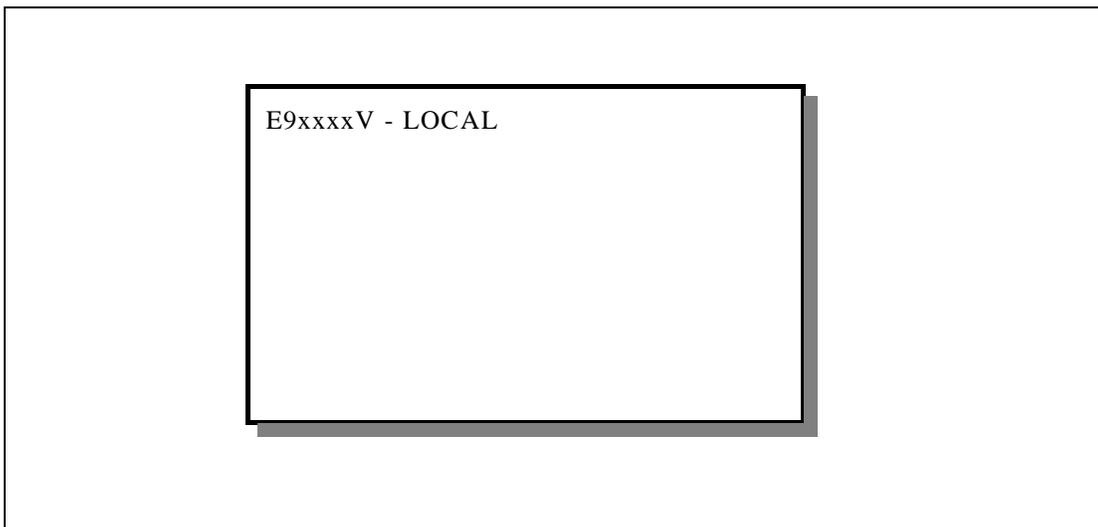
**STEP 3: ACTION**

Enter your Runtime Password (case sensitive) that was selected during the installation of CQ for Windows and click OK.



### STEP 3: RESULT

Two CQ sessions screens will open up. If the first screen displays the node name E9xxxx and ends with a "P", close this screen. Make sure your connection form the node ending in "V".



### STEP 4: ACTION

After a connection is made, the following screen appears. Enter the logon command as shown below and press Enter to access the training region of ASAP. **Please note:** once you cut over to production, the logon command will be `logon applid (p1uaimpx)`.

```
USSFR LU = E9BXXXXV (NODE NAME)

FRAS

      This is a private network
      for authorized users by
      authorized users only.

      Unauthorized access attempts are
      Subject to legal prosecution.

logon applid (p1uaimcv)

(The status line appears here from this point on)
```

#### STEP 4: RESULT

After the user presses Enter on the FRAS Screen, the IMS Logon Screen appears.

```
FRAS

      IMS/ESA
      5.1

08/02/00          PP14  IMCV DIT IMS          08:57:46
ENTER: USERID =====>
      PASSWORD =====>
      NEW PASSWORD =====>
      (IF DESIRED)

DFS2002 08:57:46 TERMINAL CONNECTED TO IMS  P1UAIMCV
```

**STEP 5: ACTION**

Enter your User ID and password and press Enter. If you are signing on for the first time, enter the password provided to you over the telephone by the Federal Reserve Bank of Richmond, then tab to the New Password field and type in anew password. During subsequent logons, you will use the password that you selected. Passwords expire every 30 days.

```

                                FRAS
                                IMS/ESA
                                5.1
08/02/00                      PP14 IMCV DIT IMS                      08:57:46
ENTER: USERID =====> e1xxx01
      PASSWORD =====> xxxxxxxx
      NEW PASSWORD =====> xxxxxxxx
      (IF DESIRED)
DFSO2002 08:57:46 TERMINAL CONNECTED TO IMS  PIUAIMCV
```

**STEP 5: RESULT**

The following screen is displayed.

```

TIME: 08:59:29                DATE: 08/02/00
                                FORMAT REQUEST
                                _____
                                ENTER TRANSACTION FORMAT OR PRESS <CLEAR>
                                FORMAT ==>
```

DFSO58I 08:59:29 SIGN COMMAND COMPLETED

**STEP 6: ACTION**

Type **asap** and **Enter**.

```
TIME: 08:59:29          DATE: 08/02/00
                        FORMAT REQUEST
                        _____
ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

                        FORMAT ==>> asap

DFS058I 08:59:29 SIGN COMMAND COMPLETED
```

**STEP 6: RESULT**

The ASAP 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:
ORGANIZATION ACCESS CODE:      ENTER SELECTION NUMBER:
                                PRESS ENTER

      F2=EXIT
```

**STEP 7: ACTION**

On the Main Menu, type in your ASAP ID (this is your ALC and Region, if applicable) and Organization Access Code. For security reasons, the OAC is not displayed when entered. Select a menu option and press Enter. **Note:** On your next sign on, you will not need to enter the ASAP ID and OAC if you will be using the same ID and OAC. You will just make your menu selection. If you don't recall the last ID you used, press the Enter key while the SELECTION NUMBER is blank and the ID will appear.

```

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: 11000001
ORGANIZATION ACCESS CODE: 0101334      ENTER SELECTION NUMBER: 2
                                          PRESS ENTER

          F2=EXIT

```

**STEP 7: RESULT**

The Inquiry Menu appears.

```

SP100A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO      INQUIRY MENU                                      HH:MM:SS
08/02/2000  T

          ** ASAP IS IN TEST MODE **

          < 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 NUMBER INQUIRY PROMPT

                                          ENTER SELECTION NUMBER: _
                                          PRESS ENTER

          F2=EXIT      F5=MAIN

```

**CHAPTER 2A:**

**GETTING IN USING  
PASSPORT FOR  
WINDOWS**

## PURPOSE

In this chapter, you will learn how to log on to the ASAP system.

## GATEWAYS

For security purposes, logging on to ASAP involves passing through three gateways:

- The AT & T Network.
- The Federal Reserve Network, and
- The ASAP application.

At the first gateway, you must identify **yourself** as an authorized **individual user**. You must do so every time you log on.

At the third gateway, you must identify your **organization** as an authorized **inquiry user** in ASAP. After the first time you have done so, the system "remembers" your organization-level information, and you do not need to enter it on subsequent logons.

## IDENTIFIERS

To identify yourself as an individual user, enter the **User ID** and **Password** supplied to you over the telephone by the Federal Reserve Bank of Richmond. When you first log on, you must change the temporary password to one that is known only to you.

Your password **expires every 30 days**. When selecting a new password, you must choose a password that you have not used in the last six times that you changed your password. Your password must be safeguarded and kept secret so that only you will be able to enter ASAP with your User ID.

If you do not use your User ID for **6 months**, it will be suspended, and you will need to contact your servicing RFC to have it re-activated. If you do not use your User ID for **9 months**, it will be deleted, and you will need to re-enroll to get a new User ID.

To identify yourself as an authorized Inquiry User, enter the ASAP ID and Organization Access CODE (OAC) supplied to you by your servicing RFC.

Note: While many organizations may know your ASAP ID, the associated OAC should be known only to authorized user of ASAP in your organization. It is considered to be an organization-level password, and it prevents other organizations from accessing your data if they know your ASAP ID.

### **TEST AND PRODUCTION**

Before your organization is cut over to production, you will only have access to the **ASAP TEST** region. Use the training data provided by your RFC to gain familiarity with the system.

Once your organization is cut over to production, you will access the **ASAP PRODUCTION** region exclusively. Disregard the training data and use only the production data provided by the servicing RFC.

#### Phone List

If you have any problems or questions about using the communications software or the ASAP system, please contact the ASAP Customer Support staff in your servicing RFC area.

If the capital of the state in which you are located is in the **Eastern time zone**, you may contact the ASAP Customer Support staff at the Philadelphia Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at (215) 516-8021.

If the capital of the state in which you are located is in the **Central time zone**, you may contact the ASAP Customer Support staff at the Kansas City Financial Center between the hours of 7:30 a.m. and 5 p.m. Central Time at (816) 414-2100.

If the capital of the state in which you are located is in the **Mountain or Pacific (or beyond) time zones**, you may contact the ASAP Customer Support staff at the San Francisco Financial Center between the hours of 7:30 a.m. and 5 p.m. Eastern Time at (415) 817-7182.

**STEP 1: ACTION**

Within the Passport group, double click on the Passport Async icon. When the Passport A window opens, click on Terminal and then click on Connect. The modem will dial and connect to AT & T.

**STEP 1: RESULT**

The "Welcome to AT & T" screen will appear. This is the first gateway.

```
TRES0201T
SYSTEM: IBMXXXXX                      DATE: 00/08/02
TERMINID: IBMXXXXX                    TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

-----

  W E L C O M E   T O

    ==                =====                ==                =====
  =====                =====                == ==                =====
===      ===                ===                === =                ===
=====                ===                =====                ===
=====                ===                == === =                ===
===      ===                ===                ==  ==                ===
===      ===                ===                =====                ===

                                     Provided by AT&T Global Network Services

-----

ACCOUNT... TRES      USERID... _____ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.

===>
4B_                                0 9                                a:Connected Port A200+
```

**STEP 2: ACTION**

If tres does not appear in the ACCOUNT field, type it in. Also type in your assigned User ID and password in the appropriate fields. Your User ID and temporary password were provided to you over the telephone by the Federal Reserve Bank of Richmond.

Note: When you first log on, you must change the temporary password to one that is known only to you. A password maintenance screen will appear. When selecting a new password, you must chose a password with 6-8 alpha and/or numeric characters that you have not used in the last 6 times that you changed your password. Your password expires every 30 calendar days. The password maintenance screen appears each time the password expires.

```
TRES0201T
SYSTEM: IBMXXXXX          DATE: 00/08/02
TERMIN: IBMXXXXX          TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

-----

      W E L C O M E   T O

      ==              =====              ==              =====
      =====              =====              == ==              =====
      ===      ===              ===              === =              ===
      =====              ===              =====              ===
      =====              ===              == === =              ===
      ===      ===              ===              == ==              ===
      ===      ===              ===              =====              ===

                                     Provided by AT&T Global Network Services

-----

ACCOUNT... tres____ USERID... elxyz01_ PASSWORD..._____
Enter desired product or service, or press the HELP key (PF1) for assistance.
===>
4B_                                0 9                                a:Connected Port A200+
```

**STEP 2: RESULT**

The PRODUCTION SELECTION screen will appear.

```
SVM0401T                      PRODUCT SELECTION                      Page 1
SYSTEM: IBMXXXXX              DATE: 00/08/02
TERMIN: IBMXXXXX              TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT              DESCRIPTION              ENTER "NOTIFY" OR CALL

      1      ASAPPROD              ASAP PRODUCTION              800-727-2222
      2      ASAPTEST              ASAP TEST                    800-727-2222
Enter selection or press the END key before leaving this terminal unattended

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
===>
```

**STEP 3: ACTION**

On the PRODUCTION SELECTION screen, to access the test mode, type the number of the option for ASAPTEST on the command line and press Enter. To access production, type the number of the ASAPPROD menu option on the command line and press Enter.

```

SVM0401T                                PRODUCT SELECTION                                Page 1
SYSTEM: IBMXXXXX                          DATE: 00/08/02
TERMINID: IBMXXXXX                        TIME: HH:MM:SS
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800-727-2222

      PRODUCT          DESCRIPTION          ENTER "NOTIFY" OR CALL
1      ASAPPROD        ASAP PRODUCTION          800-727-2222
2      ASAPTEST        ASAP TEST                800-727-2222

Enter selection or press the END key before leaving this terminal unattended

F1=HELP  F3=END  F5=SERVICES  F10=RESEQUENCE PRODUCTS
===> 2

```

Note: The numbering on your screen may differ. Choose the correct number for the mode you wish to use.

**STEP 3: RESULT**

The FRAS (federal Reserve Automation Services) sign on screen will appear. This is the second gateway.

```

          FFFFFFFF RRRRRRRR          AAAAAA          SSSSSSSS
          FFFFFFFF RRRRRRRRRR        AAAAAAAAAA        SSSSSSSSSS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SS          SS
          FF          RR          RR AA          AA SS
          FFFFFFFF RRRRRRRRRR        AAAAAAAAAA        SSSSS
          FF          RR RR          AA          AA          SS
          FF          RR RR          AA          AA SS          SS
          FF          RR RR          AA          AA SS          SS
          FF          RR RR          AA          AA SSSSSSSSSS
          FF          RR RR          AA          AA SSSSSSSS

                                IMS/ESA
                                5.1

08/02/00    PP12 IMIR PIT IMS          HH:MM:SS

ENTER:  USERID =====>
        PASSWORD =====>
        NEW PASSWORD =====>
        (IF DESIRED)

```

**STEP 4: ACTION**

At the FRAS sign on screen, enter you assigned User ID and Password and press Enter.

```

          FFFFFFFFFF RRRRRRRR      AAAAAA      SSSSSSSSS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSSSSSSSS
          FF          RR          RR AA      AA SS      SS
          FF          RR          RR AA      AA SS      SS
          FF          RR          RR AA      AA SS      SS
          FFFFFFFFFF RRRRRRRRRR  AAAAAAAAAA  SSSSS
          FF          RR RR      AA          AA          SS
          FF          RR RR      AA          AA SS        SS
          FF          RR RR      AA          AA SS        SS
          FF          RR RR      AA          AA SSSSSSSSSSS
          FF          RR RR      AA          AA SSSSSSSSS
                                     IMS/ESA
                                     5.1

          08/02/00   PP12 IMIR PIT IMS      HH:MM:SS

          ENTER:   USERID =====> e1xyz01
                   PASSWORD =====>
                   NEW PASSWORD =====>
                   (IF DESIRED)

```

Note: The first time that you sign-on to FRAS, you should enter your temporary password provided to you by the Federal Reserve Bank (not the password you selected on the Password Maintenance screen) in the Password field. You may hit the Tab key to enter a new password. You may choose the same password you chose on the Password Maintenance screen.

**STEP 4: RESULT**

The FORMAT REQUEST screen will appear.

```

          TIME: HH:MM:SS          DATE:   08/02/00

          F O R M A T   R E Q U E S T
          -----

          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>

          FORMAT =====>

          DFS058I SIGN COMMAND COMPLETED

```

**STEP 5: ACTION**

At the FORMAT REQUEST screen, type asap and press Enter.

```
TIME: HH:MM:SS          DATE: 08/02/00
                          F O R M A T   R E Q U E S T
                          -----
                          ENTER TRANSACTION FORMAT OR PRESS <CLEAR>
                          FORMAT ===>  asap
                          -----
DFS058I SIGN COMMAND COMPLETED
```

**STEP 5: RESULT**

The ASAP Main Menu will appear. This is the third and final gateway.

```
SPASAP          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SPASAP          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:
ORGANIZATION ACCESS CODE:          ENTER SELECTION NUMBER:  _
                                     PRESS ENTER

F2=EXIT
```

**STEP 6: ACTION**

Type in your ASAP ID and ORGANIZATION ACCESS CODE (OAC), then select a menu option. Press Enter.

SPASAP	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SPASAP	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: 0101234		
ORGANIZATION ACCESS CODE: _____		ENTER SELECTION NUMBER: 2
		PRESS ENTER
F2=EXIT		

**Note:** The ASAP ID and OAC need only be entered the first time you access the test region and the first time you access the production region. To view the ASAP ID you entered previously, press Enter while the SELECTION NUMBER is blank and the ID will appear.

**STEP 6: RESULT**

In this example, menu option 2 was selected, so the Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000	T	
** ASAP IS IN TEST MODE **		
< 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 NUMBER INQUIRY PROMPT		
ENTER SELECTION NUMBER: _		
PRESS ENTER		
F2=EXIT	F5=MAIN	

# **CHAPTER 3:**

# **INQUIRY**

## PURPOSE

In this chapter you will learn how to use the Inquiry function to view information pertaining to your organization and its data in the ASAP system.

## ASAP PROCESS REVIEW

In ASAP, Federal Agencies **PROVIDE** funds, the Payment Requestors **DRAW DOWN** the funds, and Recipient Organizations **USE** the funds. ASAP user organizations are identified in the following way:

**Federal Agency:** identified by an 8-digit Agency Location Code and, optionally, a 2-digit region code.

**Recipient Organization:** recipients of Federal funds have a unique 7-digit Recipient ID which is generated by ASAP.

**Payment Requestors:** have a unique 7-digit Requestor ID which is generated by ASAP.

## INQUIRY FEATURES

The ASAP Inquiry function allows you to view **transaction**-level, **account**-level, **account detail**- level and **organization**-level information, as well as other **reference** information. Access to Inquiry screens is controlled: not all features or information are available to all users.

In the explanations below, the number in parentheses following the name of each inquiry option indicates the number of that option on the Inquiry Menu.

## TRANSACTION-LEVEL

**Payment Request Status Inquiry (#1)** allows you to access information related to your organization's payment requests. You have the option of viewing payment status information on a single payment or all of your organization's payment requests posted within a specified date range.

**Authorization Transaction Inquiry (#4)** allows you to view all authorization transactions for your organization's ASAP Account(s) entered during a specific period.

**Book Entry Adjustment Inquiry (#12)** allows you to see information on book entry adjustments made to your ASAP Accounts.

### ACCOUNT-LEVEL

**Account Balance Inquiry (#2)** allows you to view the cumulative authorizations, cumulative draws and current available balances for your ASAP Accounts. You have the option of requesting account balance information for a single account or a group of accounts.

**Account Statement Inquiry (#3)** allows you to view activity for a specified ASAP account. An account statement displays all transactions that have affected the ASAP Account's available balance in a specified date range (up to 93 calendar days), along with the beginning and ending balances for that range.

**Account Profile Inquiry (#5)** allows you to view the profile of any of your organization's ASAP Accounts as established by the grantor Federal Agency. Each ASAP Account profile indicates the grantor Federal Agency, Recipient Organization, Account ID, authorized Payment Requestor, and other information about the account.

### ORGANIZATION-LEVEL

**Federal Agency Inquiry (#6)** allows you to view the information contained in a Federal Agency profile.

**Payment Requestor Inquiry (#7)** allows you to view the information contained in a Payment Requestor profile.

**Recipient Organization Inquiry (#8)** allows you to view the information contained in a Recipient Organization's profile.

### OTHER REFERENCE INFORMATION

**CFDA Inquiry (#9)** allows you to view Catalog of Federal Domestic Assistance (CFDA) numbers and program names.

**ALC Inquiry (#10)** allows you to view Agency Location Codes (ALCs) and Federal Agency names.

! Although the above categories are logical groupings of the many options on the Inquiry Menu, the sections of this chapter will cover the most frequently used options in the order they appear on the Inquiry Menu.

### GETTING STARTED

To get to the starting point for the examples in this chapter, follow the step on the next page.

**ACTION:**

From the Main Menu, select menu option 2 for Inquiry Menu and press Enter.

```

SP010A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP010AO      MAIN MENU      16:17:44
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
ORGANIZATION ACCESS CODE      ENTER SELECTION NUMBER: 2
                                PRESS ENTER

                F2=EXIT   F5=MAIN

```

**RESULT:**

The inquiry Menu appears.

```

SP100A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO      INQUIRY MENU      HH:MM:SS
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 NUMBER INQUIRY PROMPT

                                ENTER SELECTION NUMBER: _
                                PRESS ENTER

                F2=EXIT   F5=MAIN

```

**SECTION 3.1****PAYMENT REQUEST STATUS INQUIRY**

- Verify whether a particular draw was made and when it settled;
- Obtain a trace number on a payment to give to your Treasurer's office or financial institution to help track a payment;
- View when a payment request is subject to agency review;
- View remittance information associated with a payment;
- View payment request having subaccounts referred to as account details.

The **Payment Request Status Inquiry** feature allows you to view all applicable payment requests for a specific date range (up to 93 calendar days).

The **Payment Request Status Summary Inquiry** screen displays payment status information at the payment transaction level, including total amount requested and number of items in the request.

The **Payment Request Status Inquiry List** screen displays the accounts and related draw amounts comprising the payment transaction selected on the summary screen.

The **Payment Request Detail Transaction Inquiry** screen is used to review detailed information on a specific payment such as the draw amount, date funds were transferred, the receiving depository financial institution and bank account number, the method of funds transfer, and payment trace information.

The **Payment Request Detail Agency Review Actions** screen is used to provide detail information on a payment transaction subject to review by a Federal Agency. Information includes agency action, date of review, requested and actual settlement dates.

The **Payment Request Account Details** screen displays subaccounts representing projects or programs within the grant and associated amounts requested. If a payment request has account details then draws are at the account detail level only.

The **Payment Request Remittance Details** screen displays amounts requested at the remittance code level.

---

---

**SCREEN FIELDS TO NOTE**

The following fields appear on one or more of the screens in this Inquiry feature:

- **Requestor Reference Number** - an identifier which may have been assigned by a Payment Requestor to individual payments (FEDWIRE or ACH) or to an entire summary payment (Fedwire or ACH).
- **Request Status** (Prompt screen) and **Status** column (Summary screen) - the current status of the payment request. Payment requests not subject to Agency Review, that have been posted and have a settlement date of the current date or the next business date will have a status of "A" for Approved. Payment requests that have been posted and have a settlement date beyond the next business date (warehoused payments) will have a status of "W" for Warehoused. Canceled payments will have a status of "C". In rare instances when the FEDWIRE or ACH systems reject a payment request or when the Federal Agency rejects a request on Agency Review, the status will be "R" for Rejected. If a request is subject to Agency Review, and the Federal Agency has not acted upon it, a status of "H" for Held will appear. In the summary screen, a status of "M" for multiple will appear if the request was subject to Agency Review and contains some warehoused/some rejected, or some approved/some rejected items. Items with a status of "M" will appear if the status field on the prompt was left blank or was specified as either "A" for approved, "R" for rejected, or "W" for warehoused and the payment in the multiple status contains one or more items with the status specified on the prompt.
- **Request Dates From and To** - use these dates to specify a time period in which the payment request was made. If you leave the "Request Date To" field blank, it will default to the same date as the "Request Date From," making your date range equal to that 1 day only. If entered, the "Request Date To" cannot be greater than the current cycle date. Request dates do NOT NECESSARILY correspond to settlement dates - the settlement date may be a future date (i.e., for ACH transactions).
- **Request Sequence Number** - assigned by the ASAP system when a payment request is approved. It consists of the following:

**Date** - the date the request was approved.

**Terminal ID** - the ASAP terminal or User ID that originated the request.

**Sequence #** - a sequential number used to identify the session during which the request was made on a given terminal and date.

**Item #** - identifies the account level draws within each request.

- 
- **SEL** - typing an “S” in this column next to a request transaction on the Payment Request Status Summary Inquiry screen allows you to view the individual items making up that request. Typing an “S” next to one of the items which make up the request transaction on the Payment Request Status Inquiry List Screen allows you to view the detail for that item.
  - **FUNDS IMAD** - an identifier assigned by the FUNDS (FEDWIRE) payment system to each FEDWIRE payment transaction for trace purposes.
  - **ACH Cycle Date, Cycle, Batch Number, and Trace Number** - identifiers assigned by the ACH payment system to each ACH payment transaction for trace purposes.
  - **DFI ABA Number** - the Routing Transit Number of the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH DFI ABA Number, as appropriate, specified on the Payment Requestor Profile.
  - **Bank Account Number** - the Payment Requestor’s bank account number at the financial institution receiving the payment transaction. Corresponds to the FUNDS or ACH Bank Account Number, as appropriate, specified on the Payment Requestor Profile.
  - **DFI Short Name** - the abbreviated name of the receiving financial institution identified by the DFI ABA Number above.
  - **Request Status (Detail screen)** - a more detailed version of the status of a payment request. Values are:
    - “Queued to ACH”,
    - “Sent to ACH/FUNDS”,
    - “Sent and Processed”,
    - “Warehoused”,
    - “Rejected and Restored”,
    - “Rejected, Insufficient Balance”,
    - “Rejected, Draw Limit Exceeded”,
    - “Awaiting FPA Approval”,
    - “Rejected by FPA”,
    - “Rejected, Account Not Available”,
    - “Approved by FPA”, or
    - “Canceled”.

**PAYMENT REQUEST STATUS INQUIRY****GUIDE TO EXAMPLES**

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. Review the following examples.

**Example 1** shows how to make *wide search* Payment Request Status Inquiry - by specifying only the Recipient ID and date range.

**Example 2** shows how to make a *narrower search* - by specifying the Recipient ID, Account ID and date range.

**Example 3** shows how to inquire on payment request for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

**Example 4** shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

**Example 5** shows how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

**EXAMPLE ONE**

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient ID and a date range. All payment requests for this organization and date range will appear.

- One Recipient Organization
  
- Date Range

**STEP 1: ACTION**

After selecting menu option 1 from the Inquiry Menu, you will see the Payment Request Status Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Be sure that the date range you specify includes the cycle date on which payment requests were made.

```

SP105A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP105AO     PAYMENT REQUEST STATUS INQUIRY PROMPT           16:24:45
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: _____
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request Transactions matching the criteria specified on the prompt screen. Transactions are presented in ascending order by request date.

```

SP110A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP110AO     PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:26:03
08/02/2000      T
REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:
ACCOUNT ID: _____                      REQUESTOR REF NUM:
REQUEST STATUS: _____                  REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION    RO ID    REQ DATE    SETTLE DATE    TOTAL AMOUNT    ITEM  STA
--  -
_    11000001/    0101111  08/02/2000  08/03/2000    $4,000.00      004   A
_    11000001/    0101111  08/02/2000  08/03/2000    $7,000.00      004   A
_    11000001/    0101111  08/02/2000  08/04/2000    $9,000.00      003   W
_    11000001/    0101111  08/02/2000  08/03/2000    $15,000.00     003   A
_    11000001/    0101111  08/02/2000  08/03/2000    $18,000.00     003   A
F3=PRMT F4=MENU F5=MAIN                      F8=PGDN F9=ALC F10=RO F11=ACCT
    
```

**STEP 2: ACTION**

Type the letter S in the SEL field next to the first payments transaction in the list and press Enter.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:26:03
08/02/2000      T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:  /          SHORT NAME:
ACCOUNT ID:          REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000
    
```

SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A

F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO F11=ACCT

**STEP 2: RESULT**

The following screen appears with an account-by-account breakout of the information for the selected payment transaction. If there were multiple Recipient Organization Ids in a payment transaction, you will only see the draws to the Recipient Organization Id specified on the prompt screen.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO        PAYMENT REQUEST STATUS INQUIRY LIST              16:28:49
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000          SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:          $4,000.00          TOTAL ITEMS: 004
    
```

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10001	\$1,000.00	\$82,500.00	A
_	11000001/	0101111	F1R10002	\$1,000.00	\$95,500.00	A
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A
_	11000001/	0101111	F1R10004	\$1,000.00	\$96,000.00	A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

**STEP 3: ACTION**

Type the letter S in the S field next to the first account-level draw on the list and press Enter to see the detail on this draw.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:28:49
08/02/2000	T		
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME:	US MONEY
RECIPIENT ID:	0101111	SHORT NAME:	GRAY U
REQUEST DATE:	08/02/2000	SETTLEMENT DATE:	08/03/2000
TOTAL AMOUNT:	\$4,000.00	TOTAL ITEMS:	004

S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL	BAL	STA
S	11000001/	0101111	F1R10001	\$1,000.00	\$82,500.00		A
_	11000001/	0101111	F1R10002	\$1,000.00	\$95,500.00		A
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00		A
_	11000001/	0101111	F1R10004	\$1,000.00	\$96,000.00		A

F3=PRMT F4=MENU F5=MAIN F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME:	US MONEY
RECIPIENT ID:	0101111	SHORT NAME:	GRAY U
REQUESTOR ID:	0101234	SHORT NAME:	GRAY U
ACCOUNT ID:	F1R10001	ACTUAL SETTLEMENT DATE:	08/03/2000
REQUEST DATE:	08/02/2000	REQUESTOR REF NUM:	REQUEST 1
REQUEST TIME:	15:52:493	REQUEST AMT:	\$1,000.00
FUNDS IMAD:			
ACH CYCLE DATE:	08/02/2000	ACH CYCLE:	A
ACH TRACE NUMBER:		ACH BATCH NUMBER:	000000005
DFI ABA NUMBER:	075000022	BANK ACCOUNT NUMBER:	50900087422
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER:	08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS:	QUEUED TO ACH		
USER ID OF REQUEST INITIATOR:	E1XXXO#		

F3=PRMT F4=MENU F5=MAIN F11=LIST

**STEP 4: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001	ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00	
FUNDS IMAD:		
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:		
FURTHER CREDIT ABA:	FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXXO#		
F3=PRMT F4=MENU F5=MAIN		F11=LIST

**STEP 4: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:24:45
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____ / ____	SHORT NAME:	
ACCOUNT ID: _____		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

**EXAMPLE TWO**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

**STEP 1: ACTION**

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

```

SP105A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP105AO     PAYMENT REQUEST STATUS INQUIRY PROMPT           16:31:34
08/02/2000      T

ENTER:

REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10003
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP110AO     PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000      T
REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:
ACCOUNT ID: F1R10003      REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEM   STA
_    11000001/   0101111 08/02/2000 08/03/2000   $4,000.00     004   A
_    11000001/   0101111 08/02/2000 08/03/2000   $7,000.00     004   A
_    11000001/   0101111 08/02/2000 08/04/2000   $9,000.00     003   W
_    11000001/   0101111 08/02/2000 08/03/2000   $15,000.00    003   A
_    11000001/   0101111 08/02/2000 08/03/2000   $18,000.00    003   A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO F11=ACCT
    
```

**STEP 2: ACTION**

Type the letter S in the SEL field next to the first payment request transaction and press Enter.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33	
08/02/2000		T					
REQUESTOR ID: 0101234				SHORT NAME: GRAY U			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION:		/		SHORT NAME:			
ACCOUNT ID: F1R10003		REQUESTOR REF NUM:					
REQUEST STATUS:		REQUEST DATE FROM: 08/02/2000		TO: 08/02/2000			
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A
F3=PRMT F4=MENU F5=MAIN				F9=ALC F10=RO F11=ACCT			

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:36:03	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$4,000.00				TOTAL ITEMS: 004			
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL		
STA							
_	11000001/	0101111	F1R10003	\$1,000.00	\$83,000.00	A	
F3=PRMT F4=MENU F5=MAIN				F11=SUMM			

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP112AO        PAYMENT REQUEST STATUS INQUIRY LIST                  16:36:03
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID:  0101111                            SHORT NAME:  GRAY U
REQUEST DATE:  08/02/2000                          SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:           $4,000.00                  TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID          AMT REQUESTED  CURR AVAIL BAL STA
S  11000001/   0101111 F1R10003          $1,000.00      $83,000.00  A

F3=PRMT F4=MENU F5=MAIN                                F11=SUMM
    
```

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected draw.

```

SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP111AO        PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID:  0101111                            SHORT NAME:  GRAY U
REQUESTOR ID:  0101234                            SHORT NAME:  GRAY U
ACCOUNT ID:    F1R10003                            ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE:  08/02/2000                          REQUESTOR REF NUM: REQUEST 1
REQUEST TIME:  15:52:493                            REQUEST AMT:           $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000                          ACH CYCLE:  A    ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022                          BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME: RANKING B&T
FURTHER CREDIT ABA:                                FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS:  QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXXO#

F3=PRMT F4=MENU F5=MAIN                                F11=LIST
    
```

**STEP 4: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
ACCOUNT ID: F1R10003	ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00	
FUNDS IMAD:		
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: A	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME: RANKING B&T		
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXXO#		
F3=PRMT F4=MENU F5=MAIN		F11=LIST

**STEP 4: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234		SHORT NAME: GRAY U
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____		SHORT NAME:
ACCOUNT ID: _____		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

**EXAMPLE THREE**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that is subject to Agency Review within a given date range.

- One Recipient Organization
  
- One Account ID
  
- Date Range

**STEP 1: ACTION**

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

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO        PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000     T

ENTER:

REQUESTOR ID:  0101234          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____          SHORT NAME:

ACCOUNT ID: F1R10004
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:  08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY                16:34:33
08/02/2000     T
REQUESTOR ID:  0101234          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____          SHORT NAME:
ACCOUNT ID:    F1R10004          REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT  ITEM  STA
_    11000001/   0101111 08/02/2000 08/03/2000   $4,000.00    004  A
_    11000001/   0101111 08/02/2000 08/03/2000   $7,000.00    004  A
_    11000001/   0101111 08/02/2000 08/04/2000   $9,000.00    003  W
_    11000001/   0101111 08/02/2000 08/03/2000  $15,000.00   003  A
_    11000001/   0101111 08/02/2000 08/03/2000  $18,000.00   003  A

                                F3=PRMT F4=MENU F5=MAIN
                                F9=ALC F10=RO F11=ACCT
    
```

**STEP 2: ACTION**

Type the letter S in the SEL field next to the second payment request transaction and press Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY					16:34:33
08/02/2000	T					
REQUESTOR ID:	0101234	SHORT NAME:			GRAY U	
RECIPIENT ID:	0101111	SHORT NAME:			GRAY U	
AGENCY LOCATION CODE/REGION:	/	SHORT NAME:				
ACCOUNT ID:	F1R10004	REQUESTOR REF NUM:				
REQUEST STATUS:		REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000				
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM STA
_	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004 A
S	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004 A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003 W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003 A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003 A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO F11=ACCT			

**STEP 2: RESULT**

The list screen is displayed with information on the account ID entered on the prompt.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST					16:36:03
08/02/2000	T					
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME:			US MONEY	
RECIPIENT ID:	0101111	SHORT NAME:			GRAY U	
REQUEST DATE:	08/02/2000	SETTLEMENT DATE:			08/03/2000	
TOTAL AMOUNT:	\$7,000.00	TOTAL ITEMS:			004	
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10004	\$1,000.00	\$83,000.00	A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM			

**STEP 3: ACTION**

Enter S in the select byte field and press Enter to navigate to the detail on this request.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$7,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID	ACCOUNT ID
S	11000001/	0101111	F1R10004
			AMT REQUESTED
			\$1,000.00
			CURR AVAIL BAL STA
			\$83,000.00 A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10004	ACTUAL SETTLEMENT DATE: 08/03/2000		
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 2		
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00		
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: B	ACH BATCH NUMBER: 00000005	
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422		
DFI SHORT NAME:			
FURTHER CREDIT ABA:	FURTHER CREDIT SHORT NAME:		
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN	F8=PGDN	F11=LIST	

**STEP 4: ACTION**

Press F8=PGDN to view the status of the request that was subject to Agency Review.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10004	ACTUAL SETTLEMENT DATE: 08/03/2000	
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 1	
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00	
FUNDS IMAD:		
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: B	ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:		
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME:		
FURTHER CREDIT ABA:	FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000002 000002		
REQUEST STATUS: QUEUED TO ACH		
USER ID OF REQUEST INITIATOR: E1XXX0#		
F3=PRMT F4=MENU F5=MAIN	F8=PGDN	F11=LIST

**STEP 4: RESULT**

The following screen appears with the detailed information for a payment under agency review parameters.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10004		
DATE/TIME SENT FOR REVIEW: 08/02/2000 15:52:493		
DATE/TIME OF AGENCY ACTION: 08/02/2000 15:55:493		
AGENCY ACTION: APPROVED	USER ID OF AGENCY REVIEWER: E1XXX0X	
AMOUNT REQUESTED: \$1,000.00	REQUESTED SETTLEMENT DATE: 08/03/2000	
AMOUNT APPROVED: \$1,000.00	ACTUAL SETTLEMENT DATE: 08/03/2000	
F3=PRMT F4=MENU F5=MAIN	F7=PGUP	F11=LIST

**STEP 5: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP111B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP111BO	PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION:	11000001 /	SHORT NAME: US MONEY
RECIPIENT ID:	0101111	SHORT NAME: GRAY U
REQUESTOR ID:	0101234	SHORT NAME: GRAY U
ACCOUNT ID:	F1R10004	
DATE/TIME SENT FOR REVIEW:	08/02/2000 15:52:493	
DATE/TIME OF AGENCY ACTION:	08/02/2000 15:55:493	
AGENCY ACTION:	APPROVED	USER ID OF AGENCY REVIEWER: E1XXX0X
AMOUNT REQUESTED:	\$1,000.00	REQUESTED SETTLEMENT DATE: 08/03/2000
AMOUNT APPROVED:	\$1,000.00	ACTUAL SETTLEMENT DATE: 08/03/2000
F3=PRMT	F4=MENU F5=MAIN	F7=PGUP
		F11=LIST

**STEP 5: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID:	0101234	SHORT NAME: GRAY U
RECIPIENT ID:	0101111	SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION:	_____ / ____	SHORT NAME:
ACCOUNT ID:	F1R10004	
REQUESTOR REFERENCE NUMBER:	_____	
REQUEST STATUS:	_ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)	
REQUEST DATE (MM/DD/CCYY)	FROM: 08 / 02 / 2000	TO: 08 / 02 / 2000
F4=MENU F5=MAIN		

**EXAMPLE FOUR**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Control Account feature within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

**STEP 1: ACTION**

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

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO        PAYMENT REQUEST STATUS INQUIRY PROMPT                16:31:34
08/02/2000     T

ENTER:

REQUESTOR ID:  0101234          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____          SHORT NAME:

ACCOUNT ID: F1R10005
REQUESTOR REFERENCE NUMBER:  _____

REQUEST STATUS:  _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM:   08 / 02 / 2000 TO: 08 / 02 / 2000

                                F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY                16:34:33
08/02/2000     T
REQUESTOR ID:  0101234          SHORT NAME:  GRAY U
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____ / ____          SHORT NAME:
ACCOUNT ID:    F1R10005          REQUESTOR REF NUM:
REQUEST STATUS:          REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION   RO ID   REQ DATE   SETTLE DATE   TOTAL AMOUNT   ITEM   STA
--  -
_   11000001/    0101111  08/02/2000  08/03/2000    $4,000.00     004   A
_   11000001/    0101111  08/02/2000  08/03/2000    $7,000.00     004   A
_   11000001/    0101111  08/02/2000  08/04/2000    $9,000.00     003   W
_   11000001/    0101111  08/02/2000  08/03/2000   $15,000.00     003   A
_   11000001/    0101111  08/02/2000  08/03/2000   $18,000.00     003   A

                                F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT
    
```

**STEP 2: ACTION**

Select the first payment request by typing S and pressing Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY					16:34:33
08/02/2000	T					
REQUESTOR ID:	0101234			SHORT NAME:	GRAY U	
RECIPIENT ID:	0101111			SHORT NAME:	GRAY U	
AGENCY LOCATION CODE/REGION:			/	SHORT NAME:		
ACCOUNT ID:	F1R10005	REQUESTOR REF NUM:				
REQUEST STATUS:	REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000					
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004 A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004 A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003 W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003 A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003 A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO F11=ACCT			

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS					08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST					16:36:03
08/02/2000	T					
AGENCY LOCATION CODE/REGION:	11000001 /			SHORT NAME:	US MONEY	
RECIPIENT ID:	0101111			SHORT NAME:	GRAY U	
REQUEST DATE:	08/02/2000			SETTLEMENT DATE:	08/03/2000	
TOTAL AMOUNT:	\$4,000.00			TOTAL ITEMS:	004	
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA
_	11000001/	0101111	F1R10005	\$1,000.00	\$83,000.00	A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM			

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST		16:36:03
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000		SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00		TOTAL ITEMS: 004	
S	ALC/REGION	RO ID	ACCOUNT ID
S	11000001/	0101111	F1R10005
			AMT REQUESTED
			CURR AVAIL BAL
			STA
			\$1,000.00
			\$83,000.00
			A
F3=PRMT F4=MENU F5=MAIN			F11=SUMM

**STEP 3: RESULT**

The following screen appears with the detailed information for the selected transaction.

SP111A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP111AO	PAYMENT REQUEST DETAIL TRANSACTION INQUIRY		16:29:53
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
REQUESTOR ID: 0101234		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10005	ACTUAL SETTLEMENT DATE: 08/03/2000		
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: REQUEST 1		
REQUEST TIME: 15:52:493	REQUEST AMT: \$1,000.00		
FUNDS IMAD:			
ACH CYCLE DATE: 08/02/2000	ACH CYCLE: A	ACH BATCH NUMBER: 000000005	
ACH TRACE NUMBER:			
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422		
DFI SHORT NAME:			
FURTHER CREDIT ABA:		FURTHER CREDIT SHORT NAME:	
ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001			
REQUEST STATUS: QUEUED TO ACH			
USER ID OF REQUEST INITIATOR: E1XXX#			
F3=PRMT F4=MENU F5=MAIN		F9=DTL	F11=LIST

**STEP 4: ACTION**

Press F9=DTL to view the account detail IDs and amounts requested.

```

SP111A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP111AO     PAYMENT REQUEST DETAIL TRANSACTION INQUIRY      16:29:53
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                          SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10005          ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000          REQUESTOR REF NUM: REQUEST 1
REQUEST TIME: 15:52:493          REQUEST AMT:           $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE:  A    ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022          BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:                FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS:   QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX#
      F3=PRMT F4=MENU F5=MAIN                      F9=DTL          F11=LIST
    
```

**STEP 4: RESULT**

The account detail IDs and amounts requested are displayed.

```

SP114B      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP114BO     PAYMENT REQUEST ACCOUNT DETAILS      16:29:53
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                          SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10005          SETTLEMENT DATE: 08/03/2000

      ACCOUNT DETAIL ID          AMOUNT REQUESTED

CTRL ACCT DETAIL 1          $500.00
CTRL ACCT DETAIL 2          $500.00

TOTAL AMOUNT REQUESTED          $1,000.00

      F3=PRMT F4=MENU F5=MAIN                      F9=DTL          F11=LIST
    
```

**STEP 5: ACTION**

Press F3=PRMT to return to the Payment Request Status Inquiry Prompt screen.

SP114B	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114BO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10005	SETTLEMENT DATE: 08/03/2000	
ACCOUNT DETAIL ID	AMOUNT REQUESTED	
CTRL ACCT DETAIL 1	\$500.00	
CTRL ACCT DETAIL 2	\$500.00	
TOTAL AMOUNT REQUESTED	\$1,000.00	
F3=PRMT F4=MENU F5=MAIN	F9=DTL	F11=LIST

**STEP 5: RESULT**

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	16:31:34
08/02/2000	T	
ENTER:		
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: _____ / ____	SHORT NAME:	
ACCOUNT ID: F1R10005		
REQUESTOR REFERENCE NUMBER: _____		
REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED, W=WAREHOUSED, OR LEAVE BLANK FOR ALL)		
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000		
F4=MENU F5=MAIN		

**EXAMPLE FIVE**

The following example shows you how to inquire on payment requests for one Recipient Organization and one Account ID that has been established with the Remittance Based Payment Request feature within a given date range.

- One Recipient Organization
- One Account ID
- Date Range

**STEP 1: ACTION**

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

```

SP105A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP105AO     PAYMENT REQUEST STATUS INQUIRY PROMPT           16:31:34
08/02/2000  T

ENTER:

REQUESTOR ID: 0101234          SHORT NAME: GRAY U
RECIPIENT ID: 0101111        SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:

ACCOUNT ID: F1R10006
REQUESTOR REFERENCE NUMBER: _____

REQUEST STATUS: _ (A=APPROVED, C=CANCELED, H=HELD, R=REJECTED,
                  W=WAREHOUSED, OR LEAVE BLANK FOR ALL)
REQUEST DATE (MM/DD/CCYY) FROM: 08 / 02 / 2000 TO: 08 / 02 / 2000

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following summary screen appears with all the Payment Request transactions containing draws from the specified Account ID in the date range selected.

```

SP110A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP110AO     PAYMENT REQUEST STATUS SUMMARY INQUIRY           16:34:33
08/02/2000  T
REQUESTOR ID: 0101234          SHORT NAME: GRAY U
RECIPIENT ID: 0101111        SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: _____ / ____ SHORT NAME:
ACCOUNT ID: F1R10006          REQUESTOR REF NUM:
REQUEST STATUS:                REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000

SEL  ALC/REGION  RO ID  REQ DATE  SETTLE DATE  TOTAL AMOUNT  ITEM  STA
_    11000001/  0101111  08/02/2000  08/03/2000  $4,000.00    004  A
_    11000001/  0101111  08/02/2000  08/03/2000  $7,000.00    004  A
_    11000001/  0101111  08/02/2000  08/04/2000  $9,000.00    003  W
_    11000001/  0101111  08/02/2000  08/03/2000  $15,000.00   003  A
_    11000001/  0101111  08/02/2000  08/03/2000  $18,000.00   003  A

F3=PRMT F4=MENU F5=MAIN          F9=ALC F10=RO F11=ACCT
    
```

**STEP 2: ACTION**

Type S and press Enter to select the first payment in the list.

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33	
08/02/2000		T					
REQUESTOR ID: 0101234						SHORT NAME: GRAY U	
RECIPIENT ID: 0101111						SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION:		/				SHORT NAME:	
ACCOUNT ID: F1R10005		REQUESTOR REF NUM:					
REQUEST STATUS:		REQUEST DATE FROM: 08/02/2000 TO: 08/02/2000					
SEL	ALC/REGION	RO ID	REQ DATE	SETTLE DATE	TOTAL AMOUNT	ITEM	STA
S	11000001/	0101111	08/02/2000	08/03/2000	\$4,000.00	004	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$7,000.00	004	A
_	11000001/	0101111	08/02/2000	08/04/2000	\$9,000.00	003	W
_	11000001/	0101111	08/02/2000	08/03/2000	\$15,000.00	003	A
_	11000001/	0101111	08/02/2000	08/03/2000	\$18,000.00	003	A
F3=PRMT F4=MENU F5=MAIN				F9=ALC F10=RO F11=ACCT			

**STEP 2: RESULT**

The following screen appears with the draw for only the specified account ID shown.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				16:36:03	
08/02/2000		T					
AGENCY LOCATION CODE/REGION: 11000001 /						SHORT NAME: US MONEY	
RECIPIENT ID: 0101111						SHORT NAME: GRAY U	
REQUEST DATE: 08/02/2000						SETTLEMENT DATE: 08/03/2000	
TOTAL AMOUNT: \$4,000.00						TOTAL ITEMS: 004	
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL	BAL	STA
_	11000001/	0101111	F1R10006	\$1,000.00	\$83,000.00		A
F3=PRMT F4=MENU F5=MAIN				F11=SUMM			

**STEP 3: ACTION**

Type the letter S in the S field next to the account-level draw on the list and press Enter to see the detail information.

```

SP112A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP112AO     PAYMENT REQUEST STATUS INQUIRY LIST              16:36:03
08/02/2000  T
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
REQUEST DATE: 08/02/2000                        SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:          $4,000.00                TOTAL ITEMS: 004

S  ALC/REGION  RO ID  ACCOUNT ID                    AMT REQUESTED  CURR AVAIL BAL STA
S  11000001/   0101111 F1R10006                    $1,000.00      $83,000.00  A

F3=PRMT F4=MENU F5=MAIN                                F11=SUMM
    
```

**STEP 3: RESULT**

Detail on the selected transaction is displayed.

```

SP111A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP111AO     PAYMENT REQUEST DETAIL TRANSACTION INQUIRY        16:29:53
08/02/2000  T
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                          SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                          SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10006          ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                        REQUESTOR REF NUM: REQUEST 1
REQUEST TIME: 15:52:493                        REQUEST AMT:          $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE:  A    ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022          BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:                FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS:  QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX#

F3=PRMT F4=MENU F5=MAIN F6=RMIT                        F11=LIST
    
```

**STEP 4: ACTION**

Press F6=RMIT to view information on remittance codes used in the request against this account.

```

SP111A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP111AO     PAYMENT REQUEST DETAIL TRANSACTION INQUIRY      16:29:53
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                             SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10006                             ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                          REQUESTOR REF NUM: REQUEST 1
REQUEST TIME: 15:52:493                            REQUEST AMT:           $1,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE:  A    ACH BATCH NUMBER: 000000005
ACH TRACE NUMBER:
DFI ABA NUMBER: 075000022          BANK ACCOUNT NUMBER: 50900087422
DFI SHORT NAME:
FURTHER CREDIT ABA:                FURTHER CREDIT SHORT NAME:

ASAP SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001

REQUEST STATUS:   QUEUED TO ACH
USER ID OF REQUEST INITIATOR: E1XXX#

F3=PRMT F4=MENU F5=MAIN F6=RMIT                                F11=LIST
    
```

**STEP 4: RESULT**

The following screen appears with the information for the payment request having associated remittance data.

```

SP114B      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP114BO     PAYMENT REQUEST REMITTANCE DETAILS              16:29:53
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                             SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10006                             SETTLEMENT DATE: 08/03/2000
ACCOUNT DETAIL ID:

          RECIPIENT REMITTANCE CODES          AMOUNT REQUESTED

HEADER CODES SUFFIX+CFDA#                      $1,000.00
1234 REMIT CODE 01                             $500.00
1234 REMIT CODE 02                             $500.00

          F3=PRMT F4=MENU F5=MAIN F6=DTL                                F11=LIST
    
```

**STEP 5: ACTION**

Press F4=MENU to return to the Inquiry Menu.

```

SP114B      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP114BO     PAYMENT REQUEST ACCOUNT DETAILS                  16:29:53
08/02/2000   T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
REQUESTOR ID: 0101234                            SHORT NAME:  GRAY U
ACCOUNT ID:   F1R10006                            SETTLEMENT DATE: 08/03/2000
ACCOUNT DETAIL ID:

          RECIPIENT REMITTANCE CODES          AMOUNT REQUESTED

HEADER CODES SUFFIX+CFDA#                      $1,000.00
1234 REMIT CODE 01                             $500.00
1234 REMIT CODE 02                             $500.00

          F3=PRMT F4=MENU F5=MAIN F6=DTL                      F11=LIST
    
```

**STEP 5: RESULT**

The Inquiry Menu appears.

```

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 NUMBER INQUIRY PROMPT

                                     ENTER SELECTION NUMBER:  __
                                     PRESS ENTER

          F2=EXIT          F5=MAIN
    
```

---

---

**SECTION 3.2****ACCOUNT BALANCE INQUIRY**

This feature allows you to view the **cumulative authorizations, cumulative draws/returned payments/book entry adjustments (RP/BE)** and the **current available balances** for your ASAP Accounts, which is the amount of money available for drawdown. You have the option of requesting account balance information for a single account or a group of accounts.

You also have the option of requested an up-to-the-minute account balance (by leaving the as of date field blank) or an “as of” account balance inquiry (by specifying a date in the as of date field).

The **cumulative authorizations** column is the sum of all applied increase authorization transactions minus the sum of all applied decrease authorization transactions.

The **cumulative draws/RP/BE** is calculated as follows:

- The sum of any **funds returned** to ASAP via your financial institution **and classified or reclassified** by an RFC back to the ASAP Account in question
- PLUS the sum of **book entry adjustment increases**
- MINUS the sum of **approved payment requests** (recall that the amount of a payment request is subtracted from the available balance when the request is approved, even if the funds have not yet settled at the receiving financial institution)
- MINUS the sum of all **negative draw amounts**
- MINUS the sum of **book entry adjustment decreases**
- MINUS the sum of **any funds reclassified out of an account by an RFC.**

The **current available balance** is calculated as follows:

- The net of the cumulative authorizations reduced by the net amount of the cumulative draws/RP/BE.
- ! The account balance shown may be **negative** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

**NOTE:**

- Column totals appear at the end of the list of accounts.
- If there is a warehoused authorization for an account(s) on the list, that account(s) will be highlighted.

### GUIDE TO EXAMPLES

In this section, users will learn how to use the Account Balance Inquiry feature.

Review the following examples.

**Example 1** shows how to request an up-to-the-minute account balance.

**Example 2** shows how to request account balances as of a specified date.

**EXAMPLE ONE**

Use the Account Balance Inquiry feature to inquire on the available balance for multiple accounts.

- One Recipient Organization
- One Federal Agency
- Multiple Accounts

**STEP 1: ACTION**

After selecting menu option 2 from the Inquiry Menu, you will see the Account Balance Inquiry Prompt screen. Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID and as of date fields blank.

```

SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO          ACCOUNT BALANCE INQUIRY PROMPT                      16:39:14
08/02/2000      T

REQUESTOR ID:   0101234                      SHORT NAME:   GRAY U

ENTER:

AGENCY LOCATION CODE/REGION:  11000001 / ___    SHORT NAME:

RECIPIENT ID:  0101111                      SHORT NAME:

ACCOUNT ID:   _____

ACCOUNT STATUS:   (O=OPEN, C=CLOSED, S=SUSPENDED
                  OR LEAVE BLANK FOR ALL)

AS OF:  ___/___/____ (MM/DD/CCYY)

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

```

SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO          ACCOUNT BALANCE INQUIRY DETAIL                      16:40:58
08/02/2000      T

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:   US MONEY
RECIPIENT ID:  0101111          SHORT NAME:   GRAY U
STATUS:
AS OF:

ACCOUNT ID          CUMULATIVE          CUMULATIVE          CURRENT
                   AUTHORIZATIONS        DRAWS/RP/BE        AVAIL BAL

F1R10001           $100,000.00        -$17,500.00        $82,500.00
F1R10002           $100,000.00        -$4,500.00         $95,500.00
F1R10003           $100,000.00        -$17,000.00        $83,000.00
F1R10004           $110,000.00        -$14,000.00        $96,000.00

F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
    
```

**STEP 2: ACTION**

Press F3=PRMT to return to the Account Balance Inquiry Prompt screen.

```

SP120A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP120AO     ACCOUNT BALANCE INQUIRY DETAIL                    16:40:58
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
STATUS:
AS OF:

ACCOUNT ID          CUMULATIVE          CUMULATIVE          CURRENT
                   AUTHORIZATIONS        DRAWS/RP/BE        AVAIL BAL

F1R10001           $100,000.00        -$17,500.00        $82,500.00
F1R10002           $100,000.00        -$4,500.00         $95,500.00
F1R10003           $100,000.00        -$17,000.00        $83,000.00
F1R10004           $110,000.00        -$14,000.00        $96,000.00

F3=PRMT F4=MENU F5=MAIN          F8=PGDN F9=ALC F10=RO
    
```

**STEP 2: RESULT**

The Account Balance Inquiry screen appears.

```

SP115A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP115AO     ACCOUNT BALANCE INQUIRY PROMPT                    16:39:14
08/02/2000      T

REQUESTOR ID: 0101234          SHORT NAME:  GRAY U

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME:
RECIPIENT ID: 0101111          SHORT NAME:

ACCOUNT ID: _____

ACCOUNT STATUS:  (O=OPEN, C=CLOSED, S=SUSPENDED
                 OR LEAVE BLANK FOR ALL)

AS OF:  __/__/____ (MM/DD/CCYY)

F4=MENU F5=MAIN
    
```

**EXAMPLE TWO**

Use the Account Balance Inquiry feature to inquire on the available balance as of a specified date for multiple accounts.

- One Recipient Organization
  
- One Federal Agency
  
- Multiple Accounts
  
- “As Of” Date Specified

**STEP 1: ACTION**

Fill in the prompt screen as shown below and press Enter. Note - leave the Account ID field blank.

```

SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO          ACCOUNT BALANCE INQUIRY PROMPT                      16:39:14
08/02/2000      T

REQUESTOR ID:   0101234                                SHORT NAME:   GRAY U

ENTER:

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

RECIPIENT ID:  0101111                                SHORT NAME:

ACCOUNT ID:     _____

ACCOUNT STATUS: (O=OPEN, C=CLOSED, S=SUSPENDED
                OR LEAVE BLANK FOR ALL)

AS OF: 08/01/2000 (MM/DD/CCYY)

                F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following screen appears with all account balances for criteria specified on the prompt screen. Note: the F8=PGDN indicates that there are additional account balances in this example.

```

SP120A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP120AO          ACCOUNT BALANCE INQUIRY DETAIL                      16:40:58
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME:   US MONEY
RECIPIENT ID:  0101111                                SHORT NAME:   GRAY U
STATUS:
AS OF: 08/01/2000

ACCOUNT ID          CUMULATIVE          CUMULATIVE          CURRENT
                   AUTHORIZATIONS      DRAWS/RP/BE        AVAIL BAL

F1R10001           $50,000.00         -$17,500.00         $32,500.00
F1R10002           $50,000.00         -$4,500.00          $45,500.00
F1R10003           $50,000.00         -$17,000.00         $33,000.00
F1R10004           $61,000.00         -$14,000.00         $47,000.00

                F3=PRMT F4=MENU F5=MAIN                F8=PGDN F9=ALC F10=RO
    
```

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP120A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP120AO	ACCOUNT BALANCE INQUIRY DETAIL		16:40:58
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
STATUS:			
AS OF: 08/01/2000			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
F1R10001	\$50,000.00	-\$17,500.00	\$32,500.00
F1R10002	\$50,000.00	-\$4,500.00	\$45,500.00
F1R10003	\$50,000.00	-\$17,000.00	\$33,000.00
F1R10004	\$61,000.00	-\$14,000.00	\$47,000.00
F3=PRMT F4=MENU F5=MAIN		F8=PGDN F9=ALC F10=RO	

**STEP 2: RESULT**

The Inquiry Menu appears.

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 NUMBER INQUIRY PROMPT		
			ENTER SELECTION NUMBER: __
			PRESS ENTER
F2=EXIT	F5=MAIN		

---

---

## SECTION 3.3

### ACCOUNT STATEMENT INQUIRY

This feature allows you to display account statements for any of your ASAP accounts.

The account statement presents the beginning balance, ending balance, and transactions that affected the account's available balance for a specified time period. You may request account statements for **any period of up to 93 calendar days** in the account's history, provided the period does not extend beyond the current date. You may review the entire statement history for an account in 93-day increments, from the date of the first account activity up to the current date.

Transactions displayed include **applied authorizations** (increases and decreases), **approved payment requests including negative draws, book entry adjustments, cancellations** and **classified and reclassified returned payments** (increases and decreases). Account statement transactions appear in ascending order according to the **date and time at which the transactions updated the available balance**.

**Authorization transactions** that have altered the account's available balance are shown on the Account Statement as of the **applied date**. Authorization transactions effective on a future date will not appear on the Account Statement. Future dated authorizations may be viewed using the Authorization Transaction Inquiry feature.

A **payment transaction** is reflected on the Account Statement when the payment request is **approved**. Approved payment requests update the available balance immediately even if funds will be transferred via ACH. Negative draws and canceled payment requests appear as increases to the available balance.

**Book Entry Adjustments**, which move funds between ASAP accounts within a given Agency Location Code/Region, are also reflected in the Account Statement. Book entry adjustments appear according to the date on which the adjustment was posted.

**Returned Payments** are funds returned to the ASAP system by a receiving financial institution. Returned Payments are shown on the Account Statement on the date the returned payment was **classified or reclassified** 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. The RFCs have the ability to reclassify a returned payment if it was incorrectly classified initially. Payments reclassified into an account will be in the increases column. Payments reclassified out of an account will be in the decreases column.

! The account statement may show a **negative balance** if an ACH payment request was approved based on a future-dated (warehoused) authorization that will be applied on the next business day.

---

---

### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature:

- **Date From and To** - refer **only** to the dates on which a transaction **updated the available balance** for an ASAP Account. They do not necessarily mean “effective date” for authorizations or “settlement date” for payment requests.
- **Type** - This column on the account statement indicates the transaction type of an increase or decrease to the available balance. Values are:
  - AU - applied authorization transactions
  - PY - approved payment requests
  - BE - posted book entry adjustments
  - RP - classified returned payments
  - CN - canceled payments
- **Effective Date** - For authorizations, this is the date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to the date the transaction was certified by the agency, the authorization is applied (balance is updated) ON the date certified. For payment requests, the effective date is the settlement date.
- **Applied Date** - For authorizations, this is the date on which the authorization affected the account balance. For payment requests, this is the date the request was approved in ASAP.

If there are any **Warehoused authorization(s)** for the account being viewed, a message appears at the bottom of the screen informing the user of that fact.

- **Account Detail** - Associated with Control Account. It may represent projects or programs within the grant. The grantee will be required to draw at the Account Detail level, thus providing the Agency with more specific information how grant funds are being expended.

### HOW TO BUILD YOUR INQUIRY

Data must be entered in the Account ID field, ALC/Region field, Recipient ID field and the From and To Dates field in order to build an account statement inquiry. The Account Detail ID field may be completed to view activity by account detail for control accounts. If the Account Detail ID is entered, beginning and ending account balances are not displayed and only transactions related to the account detail are displayed.

**GUIDE TO EXAMPLE**

In this section, users will learn how to use the Account Statement Inquiry feature.

Review the following example.

**EXAMPLE**

Use the Account Statement Inquiry feature to inquire on your account statement transactions.

- One Account ID
- One Agency Location Code
- One Recipient ID
- Date Range

**STEP 1: ACTION**

After selecting menu option 3 from the Inquiry Menu, you will see the Account Statement Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```

SP125A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP125AO      ACCOUNT STATEMENT INQUIRY PROMPT                16:44:03
08/02/2000   T

ENTER:

ACCOUNT ID:  F1R10002

ACCOUNT DETAIL ID:  _____

AND  AGENCY LOCATION CODE/REGION:  11000001 /  __  SHORT NAME:

AND  RECIPIENT ID:  0101111          SHORT NAME:

AND  FROM  08 / 02 / 2000  TO  08 / 02 / 2000

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following screen appears showing all account statement transactions for the criteria specified on the prompt screen.

```

SP130A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP130AO      ACCOUNT STATEMENT INQUIRY                        16:45:46
08/02/2000   T
AGENCY LOCATION CODE/REGION:  11000001 /      SHORT NAME: US MONEY
RECIPIENT ID:  0101111          SHORT NAME: GRAY U
ACCOUNT ID:  F1R10002          FROM: 08/02/2000 TO  08/02/2000
ACCOUNT DETAIL:
BEGINNING DATE:08/02/2000

BEGINNING BALANCE:          $.00
APPL. DATE  EFF. DATE  TYPE      INCREASES      DECREASES
08/02/2000  08/02/2000  AU          $100,000.00
08/02/2000  08/03/2000  PY              $1,000.00
08/02/2000  08/03/2000  PY              $1,000.00
08/02/2000  08/04/2000  PY              $2,500.00

ENDING DATE:  08/02/2000          ENDING BALANCE:      $95,500.00
F3=PRMT F4=MENU F5=MAIN          F11=ACCT
    
```

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP130A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP130AO	ACCOUNT STATEMENT INQUIRY		16:45:46
08/02/2000	T		
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10002	FROM: 08/02/2000 TO 08/02/2000		
ACCOUNT DETAIL:			
BEGINNING DATE: 08/02/2000			
		BEGINNING BALANCE:	\$ .00
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES
08/02/2000	08/02/2000	AU	\$100,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/03/2000	PY	\$1,000.00
08/02/2000	08/04/2000	PY	\$2,500.00
ENDING DATE: 08/02/2000		ENDING BALANCE:	\$95,500.00
F3=PRMT F4=MENU F5=MAIN		F11=ACCT	

**STEP 2: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		16:46:51
08/02/2000	T		
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>			
			ENTER SELECTION NUMBER: ___
			PRESS ENTER
F2=EXIT	F5=MAIN		

## SECTION 3.4

### AUTHORIZATION TRANSACTION INQUIRY

This feature allows you to display information on all authorization transactions affecting your ASAP Accounts in a specified date range.

The user may inquire on all authorizations **entered** during the date range specified, regardless of whether the authorizations became effective during that time. The prompt screen can be used to specify one or more accounts. Based upon the criteria specified on the prompt screen, the AUTHORIZATION TRANSACTION SUMMARY INQUIRY SCREEN is displayed. The user may select an authorization transaction from the summary screen on which to view detailed information.

#### SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in this Inquiry feature.

**Authorization Date** - Date that authorization was entered into system. Range is less than or equal to 93 days.

**Effective Date** - The date the Federal Agency specifies for the authorization transaction to update the available balance. If prior to current date, authorization is applied (balance is updated) ON the current date. See "Applied Date".

**Applied Date** - The applied date for authorization transactions is the date in which the authorization affected the account balance. This is usually the date on which the Federal Agency certified the authorization.

**STA** - Indicates the status of each authorization: "A" for applied, "U" for uncertified, and "W" for warehoused, "R" for Rejected.

**I/D** - Indicates whether the authorization amount will be an increase (I), or a decrease (D).

#### HOW TO BUILD YOUR INQUIRY

In order to view the authorization information for an ASAP account, you must specify a valid combination of:

the **Agency Location Code/ Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Authorization Date To - From** - used to identify the date range the funds were authorized.

**GUIDE TO EXAMPLE**

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

**EXAMPLE**

Use the Authorization Transaction Inquiry feature to inquire on the authorized transactions made for a specific Recipient Organization - Federal Agency combination.

- One Recipient Organization
- One Federal Agency
- Multiple Accounts

**STEP 1: ACTION**

After selecting menu option 4 from the Inquiry Menu, you will see the Authorization Transaction Inquiry Prompt screen. Complete the highlighted fields shown below and press Enter.

```

SP135A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP135AO        AUTHORIZATION TRANSACTION INQUIRY PROMPT             16:48:02
08/02/2000    T

ENTER:

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME:
RECIPIENT ID: 0101111                                SHORT NAME:
ACCOUNT ID: _____
GROUP ID: _____
AGENCY REFERENCE NUMBER: _____
AUTHORIZATION DATE FROM:      08 / 02 / 2000    TO: 08 / 02 / 2000

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following screen appears with all the Authorization Transaction Summary information or the criteria specified on the prompt screen.

```

SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO        AUTHORIZATION TRANSACTION SUMMARY INQUIRY             16:49:59
08/02/2000    T
AGENCY LOCATION CODE/REGION: 11000001 /              SHORT NAME: US MONEY
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
AGENCY REFERENCE NUMBER: _____
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000

S   GROUP          ACCOUNT ID          AUTHORIZATION AMT          I/D EFFECT DTE STA
_  INQUIRY          F1R10001          $    100,000.00          I 08/02/2000  A
_  INQUIRY          F1R10002          $    100,000.00          I 08/02/2000  A
_  INQUIRY          F1R10003          $    100,000.00          I 08/02/2000  A
_  INQUIRY          F1R10004          $    110,000.00          I 08/02/2000  A

F3=PRMT F4=MENU F5=MAIN                                F9=ALC F10=RO
    
```

**STEP 2: ACTION**

Type the letter S in the select field next to the authorization transaction for which you want to see detailed information and press Enter.

```

SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO        AUTHORIZATION TRANSACTION SUMMARY INQUIRY            16:49:59
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000

S  GROUP          ACCOUNT ID          AUTHORIZATION AMT          I/D EFFECT DTE  STA
S  INQUIRY        F1R10001          $    100,000.00          I 08/02/2000    A
_  INQUIRY        F1R10002          $    100,000.00          I 08/02/2000    A
_  INQUIRY        F1R10003          $    100,000.00          I 08/02/2000    A
_  INQUIRY        F1R10004          $    110,000.00          I 08/02/2000    A

F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO
    
```

**STEP 2: RESULT**

The following screen appears with the detailed information for the selected authorization transaction.

```

SP141A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP141AO        AUTHORIZATION TRANSACTION DETAIL INQUIRY            16:51:37
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001
GROUP ID: INQUIRY
AGENCY REFERENCE NUMBER:

AUTHORIZATION AMOUNT: $          100,000.00          INCREASE/DECREASE IND:  I
EFFECTIVE DT: 08/02/2000  APPLIED DT: 08/02/2000  CERTIFY DT: 08/02/2000
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001 15:40:20

AUTHORIZATION STATUS:  A
REJECT REASON:

INITIATOR: E1XXX0#                                CERTIFIER: T1XXX0#

F3=PRMT F4=MENU F5=MAIN                      F11=LIST
    
```

**STEP 3: ACTION**

Press F11=LIST to return to the Authorization Summary Inquiry screen.

```

SP141A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP141AO        AUTHORIZATION TRANSACTION DETAIL INQUIRY             16:51:37
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001
GROUP ID: INQUIRY
AGENCY REFERENCE NUMBER:

AUTHORIZATION AMOUNT: $           100,000.00      INCREASE/DECREASE IND:  I
EFFECTIVE DT: 08/02/2000  APPLIED DT: 08/02/2000  CERTIFY DT: 08/02/2000
AUTHORIZATION SEQUENCE NUMBER: 08/02/2000 E1QM287V 000001 000001 15:40:20

AUTHORIZATION STATUS:  A
REJECT REASON:

INITIATOR: E1XXX0#                                CERTIFIER: T1XXX0#

F3=PRMT F4=MENU F5=MAIN                          F11=LIST
    
```

**STEP 3: RESULT**

The following screen appears, allowing for the selection of another transaction.

```

SP140A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP140AO        AUTHORIZATION TRANSACTION SUMMARY INQUIRY           16:52:15
08/02/2000      T
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                            SHORT NAME:  GRAY U
AGENCY REFERENCE NUMBER:
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000

S  GROUP          ACCOUNT ID          AUTHORIZATION AMT      I/D EFFECT DTE  STA
_  INQUIRY        F1R10001          $           100,000.00  I 08/02/2000  A
_  INQUIRY        F1R10002          $           100,000.00  I 08/02/2000  A
_  INQUIRY        F1R10003          $           100,000.00  I 08/02/2000  A
_  INQUIRY        F1R10004          $           110,000.00  I 08/02/2000  A

F3=PRMT F4=MENU F5=MAIN                          F9=ALC F10=RO
    
```

**STEP 4: ACTION**

Press F4=MENU to return to the Inquiry Menu.

SP140A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00			
SP140AO	AUTHORIZATION TRANSACTION SUMMARY INQUIRY		16:52:15			
08/02/2000	T					
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY				
RECIPIENT ID: 0101111		SHORT NAME: GRAY U				
AGENCY REFERENCE NUMBER:						
AUTHORIZATION DATE FROM: 08/02/2000 TO: 08/02/2000						
S	GROUP	ACCOUNT ID	AUTHORIZATION AMT	I/D	EFFECT DTE	STA
_	INQUIRY	F1R10001	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10002	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10003	\$ 100,000.00	I	08/02/2000	A
_	INQUIRY	F1R10004	\$ 110,000.00	I	08/02/2000	A
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO			

**STEP 4: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP100AO	INQUIRY MENU		16:53:33
08/02/2000	T		
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>			
			ENTER SELECTION NUMBER: __
			PRESS ENTER
F2=EXIT		F5=MAIN	

---

---

## SECTION 3.5

### ACCOUNT PROFILE INQUIRY

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

### HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

- the **Agency Location Code / Region** of the Federal Agency providing funds,
- the **Recipient ID** of the Recipient Organization using the funds, and
- the **Account ID** used to identify and track the funds.

### SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region**, **Recipient ID**, and **Account ID**), each account profile contains some or all of the following items:

- **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.
- **Account Status Indicator** - There are three possible Account Statuses:
  - Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.
  - Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.
  - Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

- 
- **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.
  - **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.
  - **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a control account, then the Account Details for the account can be seen by pressing F9. If the account is not a control account, F9 is not displayed.
  - **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.
  - **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.
  - **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.
  - **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
  - **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) **is** or (**N**) **is not** covered by the Cash Management Improvement Act (CMIA).
  - **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.
  - **Create Date** - the date stamp assigned by the system when the account profile is created.

- **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.
- **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.
- **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.
- **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.
- **Book Entry Adjustment** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.
- **Agency Review/Maximum Draw Parameters** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount parameters for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.
- **VRS Account ID** - the ability for Payment Requestors and Recipient Requestors to request Payment, Payment Cancellation, Book Entry Reports and Inquiry from ASAP through touch tone phone system.

### GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

Review the following examples.

**EXAMPLE ONE**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- One Agency Location Code
- One Recipient ID
- Account ID

**STEP 1: ACTION**

After selecting menu option 5 from the Inquiry Menu, you will see the Account Profile Inquiry screen. Complete the highlighted fields shown below and press Enter.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             16:54:34
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 / ___          SHORT NAME:
RECIPIENT ID: 0101111          SHORT NAME:
ACCOUNT ID: F1R10003___          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION:          CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):          ASAP 1031 (Y/N)
REQUESTOR ID:          PYMNT WAREHOUSE IND(Y/N)
GROUP ID:          CFDA NUMBER:          ALLOW BE ADJ (Y/N)
BEGIN DATE: / /          END DATE: / /          CMIA INDICATOR (Y/N)
CREATE DATE:          BUDGET PERIOD END DATE: / /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with the information about the inquired account displayed. You will just remain on this screen to go to the next example.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             16:55:46
08/02/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
ACCOUNT ID: F1R10003          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 3          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08/02/2000          END DATE: 11/15/2000          CMIA INDICATOR (Y/N) N
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE: 09/30/2000

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $83,000.00

F4=MENU F5=MAIN
I0009 INQUIRY SUCCESSFUL.
    
```

**EXAMPLE TWO**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- One Agency Location Code
- One Recipient ID
- Account ID for Control Account

**STEP 1: ACTION**

Enter the account ID as shown below and press Enter.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             13:41:00
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 / __          SHORT NAME:
RECIPIENT ID: 0101111                                SHORT NAME:
ACCOUNT ID: F1R10001__          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION:                                CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                      ASAP 1031 (Y/N)
REQUESTOR ID:                                       PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                CFDA NUMBER:              ALLOW BE ADJ (Y/N)
BEGIN DATE:      /      /          END DATE:      /      /          CMIA INDICATOR (Y/N)
CREATE DATE:                BUDGET PERIOD END DATE: /      /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:
                                F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the “Y” listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             13:43:51
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1                                CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O                          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                                       PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY                CFDA NUMBER:              ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000      END DATE:      /      /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE: /      /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:                $81,500.00

                                F4=MENU F5=MAIN          F9=DTL
I0009 INQUIRY SUCCESSFUL.
    
```

**STEP 2: ACTION**

Press F9=DTL to inquire on the account details assigned to this account.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             13:43:51
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000  END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000  BUDGET PERIOD END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

          F4=MENU F5=MAIN          F9=DTL
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 2: RESULT**

The Account Detail Inquiry screen appears.

```

SP067A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO          ACCOUNT DETAIL INQUIRY                             13:49:58
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: ACCOUNT 1          AVAILABLE BALANCE:          $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:          $100,000.00

          ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
          (O/S/C)          DRAW LIMIT          DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1          O          $50,000.00          $9,000.00-
ACCOUNT DETAIL 2          O          $50,000.00          $9,500.00-

          F4=MENU F5=MAIN          F11=ACCT
    
```

**STEP 3: ACTION**

Press F11=ACCT to return to the Account Profile Inquiry screen.

```

SP067A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO          ACCOUNT DETAIL INQUIRY                               13:49:58
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: ACCOUNT 1          AVAILABLE BALANCE:          $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:          $100,000.00

      ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
                                (O/S/C)          DRAW LIMIT          DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1          O          $50,000.00          $9,000.00-
ACCOUNT DETAIL 2          O          $50,000.00          $9,500.00-

                                F4=MENU F5=MAIN                                F11=ACCT
    
```

**STEP 3: RESULT**

The Account Profile Inquiry screen is displayed.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                               13:43:51
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

                                F4=MENU F5=MAIN                                F9=DTL
I0009  INQUIRY SUCCESSFUL.
    
```

**EXAMPLE THREE**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- One Agency Location Code
- One Recipient ID
- Account ID which has Agency Review Criteria/Maximum Draw Limits associated with it

**STEP 1: ACTION**

Enter the account ID as shown below and press Enter.

```

SP065A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP065AO      ACCOUNT PROFILE INQUIRY                          14:16:03
08/03/2000   T

AGENCY LOCATION CODE/REGION: 11000001 / ___      SHORT NAME:
RECIPIENT ID: 0101111                               SHORT NAME:
ACCOUNT ID: F1R10002___      VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION:                                CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                      ASAP 1031 (Y/N)
REQUESTOR ID:                                       PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                                           CFDA NUMBER:          ALLOW BE ADJ (Y/N)
BEGIN DATE:   /   /      END DATE:   /   /      CMIA INDICATOR (Y/N)
CREATE DATE:   /   /      BUDGET PERIOD END DATE:   /   /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review Criteria and/or Maximum Draw Limits associated with it which is indicated by the F8=REV function key at the bottom of the screen.

```

SP065A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP065AO      ACCOUNT PROFILE INQUIRY                          14:37:24
08/03/2000   T

AGENCY LOCATION CODE/REGION: 11000001 /           SHORT NAME:  US MONEY
RECIPIENT ID: 0101111                               SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002      VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 2                        CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O                      ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234                               PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY      CFDA NUMBER:                ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000      END DATE:   /   /      CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000      BUDGET PERIOD END DATE:   /   /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:           $95,500.00

F4=MENU F5=MAIN      F8=REV
I0009 INQUIRY SUCCESSFUL.
    
```

**STEP 2: ACTION**

Press the F8=REV function key to inquire on Agency Review Criteria and/or Maximum Draw Limit parameters which are associated with this account.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                              14:37:24
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 2          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): 0          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000  END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000  BUDGET PERIOD END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $95,500.00

                                F4=MENU F5=MAIN          F8=REV
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 2: RESULT**

The Account Profile - Agency Review/Maximum Draw Parameters screen appears which indicates the Agency Review Criteria and Maximum Draw Amounts which are associated with this account. Pressing F7=PREV returns the inquirer back to the previous Account Profile Inquiry screen.

```

SP066A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP066AO          ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS  14:43:48
08/03/2000      T

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002

LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID
THRESHOLD: $5,000.00          CRITERIA ENTERED/LAST MODIFIED BY: E1AMA0#

MAXIMUM DRAW AMOUNTS:
DAILY:          $7,500.00          MONTHLY: $10,000.00
QUARTERLY: $25,000.00          TOTAL:   $100,000.00
                                DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX#

                                F4=MENU F5=MAIN          F7=PREV
    
```

**STEP 3: ACTION**

Press F4=Menu to return to the Inquiry Menu.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - AGENCY REVIEW/MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY
RECIPIENT ID: 0101111		SHORT NAME: GRAY U
ACCOUNT ID: F1R10002		
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID		
THRESHOLD: \$5,000.00	CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#	
MAXIMUM DRAW AMOUNTS:		
DAILY: \$7,500.00	MONTHLY: \$10,000.00	
QUARTERLY: \$25,000.00	TOTAL: \$100,000.00	
DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#		
F4=MENU F5=MAIN F7=PREV		

**STEP 3: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	14:51:57
08/03/2000	T	
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>		
ENTER SELECTION NUMBER: __		
PRESS ENTER		
F2=EXIT F5=MAIN		

## SECTION 3.6

### ACCOUNT PROFILE INQUIRY WITH VRS

Each ASAP Account has a **profile** in the system containing information about the account. The profiles are created and maintained by the Federal Agency administering the associated program(s). The Account Profile Inquiry feature allows you to view the profile for any of your ASAP Accounts.

#### HOW TO BUILD YOUR INQUIRY

In order to view the profile for an ASAP Account, you must specify a valid combination of:

the **Agency Location Code / Region** of the Federal Agency providing funds,

the **Recipient ID** of the Recipient Organization using the funds, and

the **Account ID** used to identify and track the funds.

#### SCREEN FIELDS TO NOTE

In addition to the three elements used to identify each ASAP Account (**Agency Location Code / Region, Recipient ID, and Account ID**), each account profile contains some or all of the following items:

- **Account Description** - A title or other description of the ASAP Account as entered by the Federal Agency.
- **Account Status Indicator** - There are three possible Account Statuses:

Open - The account is available and active, which means that payment requests, authorization transactions, returned payments, and book entry adjustments may be processed against it.

Suspended - Payment activity is on hold. Inquiries may be made on the account, and returned payments and authorization transactions are allowed, but payment requests and book entry adjustments will not be accepted.

Closed - The account is no longer open. Inquiries may be made on the account, but no payment requests, authorization transactions, returned payments, or book entry adjustments are allowed against it.

- **Budget Period End Date** - Allows the Federal Agencies to record the date up to which expenses related to this program may be incurred by the Recipient. This is strictly an information field, used at the discretion of the Federal Agency.
- **Requestor ID** - The Payment Requestor specified in the account profile is the only organization authorized to draw funds from this ASAP Account.
- **Control Account** - used by the Federal Agency to specify if the account is a control account. Control accounts require payment requests to be made at an account detail level versus the account level. Account details may represent projects, programs, or budgetary line items. If the account is a Control Account, account details may be seen by pressing F9=DTL. If the account is not a Control Account, F9=DTL will not be displayed.
- **ASAP 1031 Indicator** - used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution. The use of 1031 wire messages in ASAP is limited to Federal programs operating in a checks-paid environment, where a financial institution serves as the payment requestor drawing funds to cover checks paid by it on behalf of a Federal Agency. An indicator of Y means 1031 wire messages are allowed for payments against an ASAP Account, and an indicator of N means they are not.
- **Group ID** - The Federal Agency maintaining this ASAP Account may assign Group IDs to their accounts at their discretion to group related accounts. Group IDs have no effect on ASAP Accounts for payment request purposes.
- **Begin Date** - may be used by the Federal Agency to indicate the date on which the grant period starts.
- **End Date** - may be used by the Federal Agency to indicate the date on which the grant period ends. If an End Date is indicated on an account profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payment requests may be made against that account **after** the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
- **CMIA Indicator** - may be used by the Federal Agency to specify whether the ASAP Account (**Y**) is or (**N**) is **not** covered by the Cash Management Improvement Act (CMIA).
- **CFDA Number** - may be used by the Federal Agency to indicate the Catalog of Federal Domestic Assistance (CFDA) Number associated with this ASAP Account.
- **Create Date**- the date stamp assigned by the system when the account profile is created.
- **Total Estimated Grant Amount** - may be used by the Federal Agency to indicate the estimated total grant award.

- **Cumulative Authorized Amount** - the net of all authorization activity for the account. It equals the sum of all applied increase authorizations minus all applied decrease authorizations.
- **Available Balance** - the net of all transaction activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry increases, minus approved payment requests, minus book entry decreases.
- **Payment Warehouse Indicator** - may be used by the Federal Agency to prevent a payment from being warehoused against the ASAP account.
- **Book Entry Adjustment (ALLOW BE ADJ)** - used by the Federal Agency to indicate if book entry adjustments may be made against an ASAP account. Book entry adjustments enable a payment requestor or Federal Agency to correct errors between ASAP accounts that share the same Agency Location Code / Region. If a requestor drew from account A and should have drawn from account B, the Book entry adjustment feature would be used to credit the money back to A and debit it out of B. Book entry adjustments always result in a net zero transaction.
- **Agency Review/Maximum Draw Amounts** - Agency Review may be set by the Federal Agency so that draws equal to or greater than the designated threshold amount are held until the Agency approves or rejects them. Maximum Draw Amount is an additional system edit specified by the Federal Agency so that draws against the account cannot exceed the designated daily, monthly, quarterly or total maximum draw amounts. If a Federal Agency has specified Agency Review and/or Maximum Draw Amount for an account, there will be an F8 function key on the Account Profile Inquiry screen to allow you to view the parameters. If the account is not subject to Agency Review or Maximum Draw, there will be no F8 function key on the Account Profile.
- **VRS Account ID** - the ability for Payment Requestors and Recipient Requestors to request Payment, Payment Cancellation, Book entry Reports and Inquiry from ASAP through touch tone phone system.

### GUIDE TO EXAMPLE

In this section, users will learn how to use the Account Profile Inquiry feature.

**EXAMPLE ONE**

Use the Account Profile Inquiry to view the profile for any of your ASAP accounts.

- One Recipient ID
- Account ID

**STEP 1: ACTION**

Logon and Enter your ASASP ID and OAC from Main Menu and select option 2 for Inquiry Menu.

```

SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/02/01
SP010AO          MAIN MENU                                          10:49:16
05/02/2001 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: 2
                                     PRESS ENTER

                F2=EXIT

```

**STEP 2: ACTION**

The Inquiry Menu appears.

```

SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/02/01
SP100AO          INQUIRY MENU                                       10:52:08
05/02/2001 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 NUMBER INQUIRY PROMPT

                                     ENTER SELECTION NUMBER: ___
                                     PRESS ENTER

                F2=EXIT          F5=MAIN

```

**STEP 2: ACTION**

From the Inquiry Menu, select option 5 for Account Profile Inquiry and press Enter.

```

SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/02/01
SP100AO          INQUIRY MENU                                    10:52:08
05/02/2001 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 NUMBER INQUIRY PROMPT

                                           ENTER SELECTION NUMBER: 5
                                           PRESS ENTER

F2=EXIT          F5=MAIN
    
```

**STEP 2: RESULT**

The Account Profile Inquiry appears.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      05/02/01
SP065AO          ACCOUNT PROFILE INQUIRY                        10:53:56
05/02/2001 T

AGENCY LOCATION CODE/REGION: 68128933 / __          SHORT NAME:  LVFMC
RECIPIENT ID: _____          SHORT NAME:
ACCOUNT ID: _____          VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: _____          CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C): _____          ASAP 1031 (Y/N)
REQUESTOR ID: _____          PYMNT WAREHOUSE IND(Y/N)
GROUP ID: _____          CFDA NUMBER: _____          ALLOW BE ADJ (Y/N)
BEGIN DATE:   /   /          END DATE:   /   /          CMIA INDICATOR (Y/N)
CREATE DATE:   _____          BUDGET PERIOD END DATE:   /   /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

                                           F4=MENU F5=MAIN
    
```

**STEP 3: ACTION**

Fill in the Recipient ID and the Account ID and press Enter.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/02/01
SP065AO          ACCOUNT PROFILE INQUIRY                             10:53:56
05/02/2001 T

AGENCY LOCATION CODE/REGION: 68128933 / __          SHORT NAME:  LVFMC
RECIPIENT ID: 0275751                                SHORT NAME:
ACCOUNT ID: 0081941701          VRS ACCOUNT ID:

ACCOUNT DESCRIPTION:                                CTRL ACCT (Y/N)
ACCT STATUS INDICATOR (O/S/C):                      ASAP 1031 (Y/N)
REQUESTOR ID:                                       PYMNT WAREHOUSE IND(Y/N)
GROUP ID:                                           CFDA NUMBER:      ALLOW BE ADJ (Y/N)
BEGIN DATE:   /   /           END DATE:   /   /           CMIA INDICATOR (Y/N)
CREATE DATE:   /   /           BUDGET PERIOD END DATE:   /   /

TOTAL ESTIMATED GRANT AMOUNT:
CUMULATIVE AUTHORIZED AMOUNT:
AVAILABLE BALANCE:

F4=MENU F5=MAIN
    
```

**STEP 3: RESULT**

The Account Profile Inquiry screen appears with the information about the specified account displayed. You will remain on this screen to proceed to the next example.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/02/01
SP065AO          ACCOUNT PROFILE INQUIRY                             11:15:47
05/02/2001 T

AGENCY LOCATION CODE/REGION: 68128933 /           SHORT NAME:  LVFMC
RECIPIENT ID: 0275751                                SHORT NAME:  UAF
ACCOUNT ID: 0081941701          VRS ACCOUNT ID:

ACCOUNT DESCRIPTION: OLIGOBACTERIA STUDY              CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): S                      ASAP 1031 (Y/N) N
REQUESTOR ID: 6019903                                PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: 6000                                       CFDA NUMBER: 66.505      ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 01 / 01 / 1993          END DATE: 04 / 02 / 2001 CMIA INDICATOR (Y/N)
CREATE DATE: 09/26/1996          BUDGET PERIOD END DATE: 12 / 30 / 1996

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $105,469.53
AVAILABLE BALANCE:                $105,469.53

F4=MENU F5=MAIN          F9=DTL
I0009 INQUIRY SUCCESSFUL.
    
```

## **EXAMPLE TWO**

Use the Account Profile Inquiry to view the profile of an ASAP Control Account.

- One Recipient ID
- Account ID for Control Account

**STEP 1: ACTION**

After completing Example 1, type in the next Account ID that you want to inquire on and press Enter.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                            13:41:00
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 / ___          SHORT NAME:
RECIPIENT ID: 0101111          SHORT NAME:
ACCOUNT ID: F1R10001___          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: TEST ACCOUNT          CTRL ACCT (Y/N): N
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N): N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND (Y/N): N
GROUP ID:          CFDA NUMBER: 10.000          ALLOW BE ADJ(Y/N):Y
BEGIN DATE: 08/02/2000          END DATE: 11/15/2000          CMIA INDICATOR (Y/N): N
CREATE DATE: 08/02/2000          BUD. PER. END DATE: 09/30/2000

TOTAL ESTIMATED GRANT AMOUNT: $10,000,000.00
CUMULATIVE AUTHORIZED AMOUNT: $500,000.00
AVAILABLE BALANCE: $427,000.00

                                F4=MENU  F5=MAIN          F8=REV
I0009 INQUIRY SUCCESSFUL.
                                F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with the information about the inquired account displayed. Based on the “Y” listed by the CTRL ACCT flag and the F9=DTL key listed on the bottom of the screen, it signifies that this is a control account.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                            13:43:51
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

                                F4=MENU F5=MAIN          F9=DTL
I0009 INQUIRY SUCCESSFUL.
    
```

**STEP 2: ACTION**

Press F9=DTL to inquire on the account details assigned to this account.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             13:43:51
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE:  /  /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE:  /  /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

F4=MENU F5=MAIN          F9=DTL
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 2: RESULT**

The Account Detail Inquiry screen appears.

```

SP067A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO          ACCOUNT DETAIL INQUIRY                             13:49:58
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: ACCOUNT 1          AVAILABLE BALANCE:          $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:          $100,000.00

ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
(O/S/C)          DRAW LIMIT          DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1          O          $50,000.00          $9,000.00-
ACCOUNT DETAIL 2          O          $50,000.00          $9,500.00-

F4=MENU F5=MAIN          F11=ACCT
    
```

**STEP 3: ACTION**

Press F11=ACCT to return to the Account Profile Inquiry screen.

```

SP067A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP067AO          ACCOUNT DETAIL INQUIRY                               13:49:58
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401
ACCOUNT DESCRIPTION: ACCOUNT 1          AVAILABLE BALANCE:          $81,500.00
TOTAL CUMULATIVE DRAW LIMIT:          $100,000.00

ACCOUNT DETAIL ID          STATUS          CUMULATIVE          CUMULATIVE
                          (O/S/C)          DRAW LIMIT          DRAWS/BE/RP TO DATE

ACCOUNT DETAIL 1          O          $50,000.00          $9,000.00-
ACCOUNT DETAIL 2          O          $50,000.00          $9,500.00-

F4=MENU F5=MAIN          F11=ACCT
    
```

**STEP 3: RESULT**

The Account Profile Inquiry screen appears. You will remain on this screen to proceed to the next example.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                               13:43:51
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111          SHORT NAME: GRAY U
ACCOUNT ID: F1R10001          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE: / /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE: / /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

F4=MENU F5=MAIN          F9=DTL
I0009 INQUIRY SUCCESSFUL.
    
```

**EXAMPLE THREE**

Use the Account Profile Inquiry to view the profile of an ASAP account with Agency Review and Maximum Draw Amounts.

- One Recipient ID
- Account ID which has Agency Review and Maximum Draw Amounts associated with it

**STEP 1: ACTION**

After completing Example 2, type in the next Account ID that you want to inquire on and press Enter.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             14:16:03
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 / ___          SHORT NAME:
RECIPIENT ID: 0101111          SHORT NAME:
ACCOUNT ID: F1R10002___          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 1          CTRL ACCT (Y/N) Y
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE: / /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE: / /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $81,500.00

          F4=MENU F5=MAIN          F9=DTL
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 1: RESULT**

The Account Profile Inquiry screen appears with information about the inquired account displayed. The account has Agency Review and/or Maximum Draw Amounts associated with it which is indicated by the F8=REV command at the bottom of the screen.

```

SP065A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP065AO          ACCOUNT PROFILE INQUIRY                             14:37:24
08/03/2000

AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID: F1R10002          VRS ACCOUNT ID:002401

ACCOUNT DESCRIPTION: ACCOUNT 2          CTRL ACCT (Y/N) N
ACCT STATUS INDICATOR (O/S/C): O          ASAP 1031 (Y/N) N
REQUESTOR ID: 0101234          PYMNT WAREHOUSE IND(Y/N) Y
GROUP ID: INQUIRY          CFDA NUMBER:          ALLOW BE ADJ (Y/N) Y
BEGIN DATE: 08 / 02 / 2000          END DATE: / /          CMIA INDICATOR (Y/N)
CREATE DATE: 08/02/2000          BUDGET PERIOD END DATE: / /

TOTAL ESTIMATED GRANT AMOUNT: $0.00
CUMULATIVE AUTHORIZED AMOUNT: $100,000.00
AVAILABLE BALANCE:          $95,500.00

          F4=MENU F5=MAIN          F8=REV
I0009  INQUIRY SUCCESSFUL.
    
```



**STEP 3: ACTION**

Press F4=Menu to return to the Inquiry Menu.

SP066A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP066AO	ACCOUNT PROFILE - MAXIMUM DRAW PARAMETERS	14:43:48
08/03/2000		
AGENCY LOCATION CODE/REGION: 11000001 /                      SHORT NAME: US MONEY1 RECIPIENT ID: 0101111    SHORT NAME: GRAY U ACCOUNT ID: F1R10002		
LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID THRESHOLD: \$5,000.00    CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#		
MAXIMUM DRAW AMOUNTS: DAILY:                      \$7,500.00    MONTHLY: \$10,000.00 QUARTERLY: \$25,000.00    TOTAL:                      \$100,000.00 DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#		
F4=MENU F5=MAIN    F7=PREV		

**STEP 3: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	14:51:57
08/03/2000		
< 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 NUMBER INQUIRY PROMPT		
ENTER SELECTION NUMBER: ___ PRESS ENTER		
F2=EXIT		

**SECTION 3.7****VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT****Purpose**

**Allows Agency to determine which recipients use VRS and the VRS Account number that corresponds to the agency-established ASAP Account ID.**

**Overview**

The ASAP Voice Response System (VRS) provides an automated system for interaction between ASAP and its external customers. The ASAP VRS users are Payment Requestors and Recipient Organizations. Through the use of a touch-tone telephone the users may access their grant funds. The payment delivery method for VRS is ACH only. The system requires a PIN number, ASAP ID and password. There are two menus within VRS. The Payment Request Menu provides Payment Requestor functions and Inquiry selections. The Recipient Organization Menu provides Inquiry selections. VRS is NOT available to Federal Program Agency users.

**Federal Program Agency Impact**

The ASAP system generates a six-digit VRS account number that corresponds to the agency created ASAP Account ID. That number is reflected on the Account Profile Screen when a payment requestor or recipient is “flagged” as a Voice Response System user. Because some VRS users may not have access to ASAP on-line, it is the FPA’s responsibility to ensure their recipients know the VRS account number that applies to the accounts from which they are entitled to make payment requests or inquiries. A special option has been added to the Inquiry Menu which will allow FPAs to search for VRS account IDs and their corresponding ASAP account ID. That option is number 15 on the Inquiry Menu – Voice Response Account Number Inquiry Prompt.

**Hours of Operation**

Voice Response System is available to customers 24 hours a day, 7 days a week (24x7).

The full Voice Response System menu is offered on ASAP business days, Monday through Friday from 8:00 a.m. ET until 11:55 p.m. ET. VRS transactions are processed on-line and real time just as transactions are processed when accessing ASAP via a personal computer.

A reduced menu is available at all other times, including the following holidays:

New Year's Day  
Presidents' Day  
Fourth of July  
Columbus Day  
Thanksgiving Day

Martin Luther King, Jr. Day  
Memorial Day  
Labor Day  
Veterans Day  
Christmas Day

There are two menus within the Voice Response System. One that will allow the Payment Requestor update functions and Inquiry selections, and another that will allow only Recipient Organizations Inquiry selections.

## **Full VRS Menu Options:**

**Single Payment Request** – a simplified method that allows a payment requestor to request a payment from a single account for delivery the next business day.

**Multiple Payment Request** – allows a payment requestor to request payments from multiple accounts established by a single Federal agency for delivery the next business day or up to 32 days in the future.

**Payment Request Status** – allows a payment requestor or recipient organization to inquire into the status of a payment request created on VRS.

**Payment Cancellation** – allows a payment requestor to cancel a payment request created on VRS.

**Book Entry Adjustment** – allows a payment requestor to move funds from one account created by a Federal agency to another account created by the same agency.

**Account Balance Request** – allows a payment requestor or recipient organization request the balance of an account.

**Account Settlement Report Request** – allows a payment requestor or recipient organization to request that a report of activity in an account within dates specified by the requestor be faxed to a number specified by the requestor at the beginning of the next business day.

## **Reduced Menu: - (ASAP non-business hours)**

Single Payment Request  
Payment Cancellation.  
Account Balance Request  
Account Settlement Report

**Examples**

**Steps 1 and 2** To search the Voice Response Account Number Inquiry Prompt (Ex 1).

**Step 3** To search by ALC only.

**Step 4** To search by Recipient ID (Ex 3).

**Step 5** To search by Payment Requestor (Ex 5).

**Step 6** To search by Payment Requestor and Recipient ID (Ex 5).

**Step 7** To search by VRS Account Number (Ex 6).

**STEP 1: ACTION**

**(Example 1)**

From the Main Menu, select option 2 to select the Inquiry Menu.

SP010A	UTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP010AO	MAIN MENU	10:42:46
08/03/2000	T	
<p>&lt;1&gt; PAYMENT REQUEST PROCESSING          &lt;2&gt; INQUIRY MENU          &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU          &lt;4&gt; RFC FUNCTIONS MENU          &lt;5&gt; FRB SUPPORT PROCESSING          &lt;6&gt; REPORT REQUEST MENU          &lt;7&gt; NOTIFICATIONS</p>		
<p>ASAP ID _____          ORGANIZATION ACCESS CODE _____ ENTER SELECTION NUMBER: 2          PRESS ENTER</p>		
F2=EXIT		

**STEP 1: RESULT**

The Inquiry Menu appears.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000	T	
<p>&lt;1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT          &lt;2&gt; ACCOUNT BALANCE INQUIRY PROMPT          &lt;3&gt; ACCOUNT STATEMENT INQUIRY PROMPT          &lt;4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT          &lt;5&gt; ACCOUNT PROFILE INQUIRY          &lt;6&gt; FEDERAL PROGRAM AGENCY INQUIRY          &lt;7&gt; PAYMENT REQUESTOR INQUIRY          &lt;8&gt; RECIPIENT ORGANIZATION INQUIRY          &lt;9&gt; CFDA INQUIRY          &lt;10&gt; ALC INQUIRY          &lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT          &lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT          &lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT          &lt;14&gt; SUPER USER INQUIRY          &lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</p>		
<p>ENTER SELECTION NUMBER: ___          PRESS ENTER</p>		
F2=EXIT F5=MAIN		

**STEP 2: ACTION**  
**(Example 1)**

From the Inquiry Menu, select option 15 for the Voice Response Account Number Inquiry prompt.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
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 NUMBER INQUIRY PROMPT	
		ENTER SELECTION NUMBER:15
		PRESS ENTER
F2=EXIT	F5=MAIN	

**STEP 3: ACTION**  
**(Example 2)**

If you logged on as a Federal Agency, ASAP will insert the ALC/Region and press Enter, you will be presented all the recipients associated with this **ALC only**.

```

SP575A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      02/08/01
SP575AO      VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT    13:31:07
02/08/2001 T

Enter:

      AGENCY LOCATION CODE/REGION: 12350001/03  SHORT NAME:

      RECIPIENT ID:                               SHORT NAME:

      REQUESTOR ID: _____                SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: _____

      F4=MENU F5=MAIN
    
```

**STEP 3: RESULT**

The VRS Account Number List Inquiry results are displayed. Results include all recipients for **ALC** entered. F3=PRMT for the next search.

```

SP577A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      02/08/01
SP577AO      VOICE RESPONSE ACCOUNT NUMBER LIST              13:41:32
02/08/2001 T

                                           SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 12350001/03  SHORT NAME: US MONEY

VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER   DETAIL ACCOUNT NUMBER
NUMBER     ID
001961     0166277    663S2513
001962     0166277    663S2514
001963     0166277    663S2515
001964     0166277    663S2518
002664     1207337    663W1003
002665     1207337    663W1006
002666     1207337    663W1011
002667     1207337    763W1003
002668     1207337    763W1006

      F3=PRMT F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 4: ACTION**  
**(Example 3)**

If you logged on as a Federal Agency, Enter the Recipient ID and press Enter for the ALC/Recipient ID Search.

```

SP575A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      02/08/01
SP575AO      VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT      13:31:07
02/08/2001 T

ENTER:

      AGENCY LOCATION CODE/REGION: 11000001/02  SHORT NAME:

      RECIPIENT ID:01011111                      SHORT NAME:

      REQUESTOR ID: _____                  SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: _____

      F4=MENU F5=MAIN
  
```

**STEP 4: RESULT**

The VRS Account Number List Inquiry results are displayed. Results include all accounts for the recipient and ALC entered. F3=PRMT for the next search.

```

SP577A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      02/08/01
SP577AO      VOICE RESPONSE ACCOUNT NUMBER LIST              13:41:32
02/08/2001 T

                                  SCREEN:  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001/02          SHORT NAME: US MONEY

VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER   DETAIL ACCOUNT NUMBER
NUMBER     ID
002401     0101111   666S6007
002402     0101111   666S6009

      F3=PRMT F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
  
```

**STEP 5: ACTION**  
**(Example 4)**

If you logged on as a Federal Agency, Enter the Payment Requestor ID and press Enter for the ALC/Requestor ID Search.

```

SP575A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO          VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
02/08/2001 T

ENTER:

      AGENCY LOCATION CODE/REGION:12350001/09          SHORT NAME:

      RECIPIENT ID:_____          SHORT NAME:

      REQUESTOR ID: 4203744          SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: _____

      F4=MENU F5=MAIN
    
```

**STEP 5: RESULT**

The VRS Account Number List Inquiry results are displayed. Results include all recipients and accounts for the **Payment Requestor and ALC** entered. F3=PRMT for the next search.

```

SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/01
SP577AO          VOICE RESPONSE ACCOUNT NUMBER LIST                  09:43:07
05/03/2001 T

                                     SCREEN: 1 OF 1
AGENCY LOCATION CODE/REGION: 12350001 / 09          SHORT NAME: FRB-AMA

VRS ACCT  RECIPIENT  ASAP ACCOUNT NUMBER  DETAIL ACCOUNT NUMBER
NUMBER    ID
002344    1207337    00800312S6008
002587    1207337    TST00312
002345    3560931    00801535S6008
002346    3560931    008015359S6008

      F3=PRMT F4=MENU F5=MAIN
I0009  INQUIRY SUCCESSFUL.
    
```

**STEP 6: ACTION**  
**(Example 5)**

If you logged on as a Federal Agency, ASAP will insert the ALC/Region. Enter your Requestor ID and the Recipient ID and press Enter for the **ALC/Region, Recipient Organization ID and Payment Requestor ID Search.**

```

SP575A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO        VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
02/08/2001 T

ENTER:

      AGENCY LOCATION CODE/REGION: 12350001/01      SHORT NAME: FLFPA07

      RECIPIENT ID: 0900663                          SHORT NAME:

      REQUESTOR ID: 4203744                          SHORT NAME:

      VOICE RESPONSE ACCOUNT NUMBER: _____

      F4=MENU F5=MAIN
    
```

**STEP 6: RESULT**

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region, Recipient Organization ID and Payment Requestor ID for the search** Entered. F3=PRMT for the next search. **Note:** Each ASAP Account Number and Detail Account Number has a unique VRS Account number.

```

SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/13/01
SP577AO        VOICE RESPONSE ACCOUNT NUMBER LIST                  11:37:48
02/13/2001 T

                                     SCREEN: 1 OF 3
AGENCY LOCATION CODE/REGION: 12350001/03  SHORT NAME: FLFPA07

VRS ACCT  RECIPIENT  ASAP ACCOUNT NUMBER  DETAIL ACCOUNT NUMBER
NUMBER    ID
002349    4210061    CTRL10
002350    4210061    CTRL10              CTRL10-AD1
002351    4210061    CTRL10              CTRL10-AD2
002352    4210061    CTRL10              CTRL10-AD3
002353    4210061    CTRL11
002354    4210061    CTRL11              CTRL11-AD1
002355    4210061    CTRL11              CTRL11-AD2
002356    4210061    CTRL11              CTRL11-AD3
002357    4210061    CTRL12
002358    4210061    CTRL12              CTRL12-AD1

      F3=PRMT F4=MENU F5=MAIN          F8=PGDN
    
```

**STEP 7: ACTION**  
**(Example 6)**

If you logged on as a Federal Agency, ASAP will insert the ALC/Region. Enter the VRS Account Number and press Enter.

```

SP575A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO        VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT        13:31:07
02/08/2001 T

ENTER:

          AGENCY LOCATION CODE/REGION:1235001 / 03          SHORT NAME:

          RECIPIENT ID:_____          SHORT NAME:

          REQUESTOR ID:          SHORT NAME:

          VOICE RESPONSE ACCOUNT NUMBER: 002001

          F4=MENU F5=MAIN
    
```

**STEP 7: RESULT**

The VRS Account Number List Inquiry results are displayed. Results include **ALC/Region and the VRS Account Number** for the search Entered.

```

SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          05/03/01
SP577AO        VOICE RESPONSE ACCOUNT NUMBER LIST          10:29:53
05/03/2001 T

          SCREEN:          1 OF          1

          AGENCY LOCATION CODE/REGION: 12350001 / 03          SHORT NAME: FCSSERO

          VRS ACCT   RECIPIENT   ASAP ACCOUNT NUMBER   DETAIL ACCOUNT NUMBER
          NUMBER     ID
          002000    1386386    883N1020

          F3=PRMT F4=MENU F5=MAIN
I0009 INQUIRY SUCCESSFUL.
    
```

## SECTION 3.8

### FEDERAL AGENCY INQUIRY

This feature allows you to view the Federal Agency profile in ASAP.

Profile information is obtained during the enrollment process when the Federal Agency completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Federal Agency is required to notify the RFC of any profile changes as they arise.**

### HOW TO BUILD YOUR INQUIRY

Each Federal Agency is identified in ASAP by a unique **Agency Location Code (ALC)** consisting of 8 digits and a 2 digit Region Code, if applicable. To view the profile for an agency, type the ALC/Region in the corresponding field and press Enter.

### SCREEN FIELDS TO NOTE

The Federal Agency profile includes the full **organization name, address, contact personnel, and certifying official**. The profile also indicates the Federal Agency's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, other information appears on the Federal Agency Profile, as detailed below:

- **FPA Active Flag** - indicates whether the Federal Agency is “active”, or able to perform functions in ASAP. “Y” indicates that the Federal Agency is active, and “N” indicates that the Federal Agency is inactive.
- **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (ie. Mainframe or Fedline terminal).
- **Default Warehouse Ind.** - may be used by the Federal Agency to prevent payments from being warehoused against any of its ASAP accounts.
- **Report Delivery Method** - indicates the method by which the Federal Agency will receive their reports, either “P” for Paper, “F” for fax or “B” for bulkdata. If “F” for fax is selected, a primary and secondary fax number should be listed.
- **Mainframe Indicator** - indicates whether the FPA has a mainframe connection to the ASAP system.

- 
- **Allow Global Accounts (Y/N)** - indicates whether the FPA has authority to establish accounts. Global accounts are accounts which allow multiple payment requestors to access the account such as in the Unemployment Trust Fund.

### **GUIDE TO EXAMPLE**

In this section, users will learn how to use the Federal Agency profile inquiry feature.

One example is provided in this section. Review the following example.

**EXAMPLE**

Use the Federal Agency Inquiry feature to view a profile.

- One Agency Location Code

**STEP 1: ACTION**

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Agency Inquiry screen. If the Agency Location Code/Region is not filled in, enter it as shown below and press Enter.

```

SP305A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/04/00
SP305AO     FEDERAL PROGRAM AGENCY INQUIRY                  14:41:42
08/04/2000      T

AGENCY LOCATION CODE/REGION: 11000001 / ___
FULL NAME:                                     SHORT NAME:
ADDRESS LINE 1:                               PSEUDO ABA:
ADDRESS LINE 2:                               MAINFRAME DELIVERY:
ADDRESS LINE 3:                               ALLOW GLOBAL ACCTS (Y/N):
CITY:                STATE:                ZIP CODE:                -
COUNTRY:
CONTACT NAME:                                     CONTACT PHONE: (      )      -
PAYMENT WAREHOUSE IND:                          CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT:          AUTHORIZATION:          ACCOUNT:
        PRIMARY FAX: (      )      -          SECONDARY FAX: (      )      -
FPA CERTIFYING OFFICIAL:
FPA CERTIFYING OFFICIAL TITLE:
FPA CERTIFYING OFFICIAL PHONE: (      )      -          EXTENSION:
FPA ACTIVE FLAG:
        F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following Federal Agency information appears.

```

SP305A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/04/00
SP305AO     FEDERAL PROGRAM AGENCY INQUIRY                  14:50:09
08/04/2000      T

AGENCY LOCATION CODE/REGION: 11000001 / ___
FULL NAME: DEPARTMENT OF THE MONEY                SHORT NAME: US MONEY
ADDRESS LINE 1: 101 14TH STREET                PSEUDO ABA: 750100991
ADDRESS LINE 2:                               MAINFRAME DELIVERY: Y
ADDRESS LINE 3:                               ALLOW GLOBAL ACCTS (Y/N): N
CITY: WASHINGTON                STATE: DC                ZIP CODE: 12345 -
COUNTRY:
CONTACT NAME: JILL JOHNS                CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y                CONTACT EXTENSION:
REPORT DELIVERY METHOD:  PAYMENT REPORT: B          AUTHORIZATION: B          ACCOUNT: B
        PRIMARY FAX: (      )      -          SECONDARY FAX: (      )      -
FPA CERTIFYING OFFICIAL: JILL JOHNS
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555          EXTENSION:
FPA ACTIVE FLAG: Y
        F4=MENU F5=MAIN
I0009 INQUIRY SUCCESSFUL.
    
```

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:50:09
08/04/2000	T	
AGENCY LOCATION CODE/REGION: 11000001 / __		
FULL NAME: DEPARTMENT OF THE MONEY		SHORT NAME: US MONEY
ADDRESS LINE 1: 101 14TH STREET		PSEUDO ABA: 750100991
ADDRESS LINE 2:		MAINFRAME DELIVERY: Y
ADDRESS LINE 3:		ALLOW GLOBAL ACCTS (Y/N): N
CITY: WASHINGTON	STATE: DC	ZIP CODE: 12345 -
COUNTRY:		
CONTACT NAME: JILL JOHNS		CONTACT PHONE: ( 202 ) 674 - 5555
PAYMENT WAREHOUSE IND: Y		CONTACT EXTENSION:
REPORT DELIVERY METHOD: PAYMENT REPORT: B		AUTHORIZATION: B ACCOUNT: B
PRIMARY FAX: ( ) -		SECONDARY FAX: ( ) -
FPA CERTIFYING OFFICIAL: JILL JOHNS		
FPA CERTIFYING OFFICIAL TITLE: FINANCIAL PROGRAM SPEC.		
FPA CERTIFYING OFFICIAL PHONE: ( 202 ) 674 - 5555		EXTENSION:
FPA ACTIVE FLAG: Y		
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: RESULT**

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	09/30/00
SP100AO	INQUIRY MENU	14:58:44
08/04/2000	T	
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>		
		ENTER SELECTION NUMBER:
		PRESS ENTER
F2=EXIT	F5=MAIN	

---

---

## SECTION 3.9

### PAYMENT REQUESTOR INQUIRY

Profile information is obtained during the enrollment process when the Payment Requestor completes the forms contained in the enrollment package. RFC personnel review the enrollment package to ensure completeness and enter the necessary information into the ASAP system. **The Payment Requestor is required to notify the RFC of any profile changes as they arise.**

#### HOW TO BUILD YOUR INQUIRY

Each Payment Requestor is identified in ASAP by a unique **Requestor ID** generated by the system at the time the Payment Requestor profile is created. To view the profile for a Payment Requestor Organization, type the 7-digit Requestor ID in the corresponding field and press Enter.

#### SCREEN FIELDS TO NOTE

The Payment Requestor profile includes the full **organization name, address, contact personnel, and certifying official**. The profile also indicates the Payment Requestor's **Short Name**, which is the abbreviation used to identify it on payment remittance information and various on-line screens.

In addition to the descriptive information outlined above, information critical to the payment process appears on the Payment Requestor Profile, as detailed below:

- **ACH DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's Automated Clearing House (ACH) payment system.
- **ACH BK ACCT NO** - the Payment Requestor's bank account at the DFI to which its ACH payments will be credited.
- **ACH ACCT TYPE** - indicates whether the bank account receiving ASAP ACH credits is a **(D)** demand (checking) account or **(S)** savings account.
- **ACCT TITLE** - the name of the account at DFI as designated by the Payment Requestor.
- **DUNS** - a DUNS number is a universal identifier assigned by Dunn and Bradstreet to uniquely identify organizations involved with electronic commerce.

- **TIN** - A TIN (Taxpayer Identification Number) is a 9-digit number used for tax reporting.
- **FDS DFI ABA NO** - identifies the Depository Financial Institution (DFI) to which requested funds will be transferred via the Federal Reserve's FEDWIRE payment system.
- **FDS Bk Acct NO** - the Payment Requestor's bank account at the DFI to which its FEDWIRE payments will be credited.
  - ! Funds for all payment requests submitted by a Payment Requestor will be transferred to the bank accounts specified in its profile. Each Payment Requestor profile **must** have either ACH or FUNDS banking information **or both**, depending on the payment mechanisms to be used to transfer funds. The ACH and FUNDS DFIs may be different entities for any given Payment Requestor, and the ACH and FUNDS bank account numbers can also be different.
- **Further Credit ABA** - this field contains information for further routing of Fedwire payments, if specified by the Payment Requestor
- **PR Active Flag** - indicates whether the Payment Requestor is “active”, or able to perform functions in ASAP. “Y” indicates that the Payment Requestor is active, and “N” indicates that the Payment Requestor is inactive.
- **Multiple Bank Relationships** - if the Requestor has multiple ACH and/or Fedwire bank account relationships, the Payment Requestor Profile Inquiry screen will have an F8 function key to allow you to view those relationships. If the Requestor does not have multiple bank relationships, F8 will not be displayed.

Other information on the Payment Requestor Profile includes:

- **Recipient Org (Y/N)** - this field indicates whether this Requestor is also a Recipient Organization. If the flag is Y for Yes, there is a Recipient Organization Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Recipient profile with a different ID, or this Requestor is NOT a Recipient Organization.
- **VRS Indicator** - this field indicates whether the Requestor uses the Voice Response System to access ASAP. Values for this field are:
  - Y for Yes - this Requestor uses the Voice Response System
  - N for No - this Requestor does not use the Voice Response System
  - B for Both - this Requestor uses both Voice Response and on-line screens to access ASAP.

### **GUIDE TO EXAMPLE**

In this section, users will learn how to use the Payment Requestor profile inquiry feature.

Review the following example.

**EXAMPLE ONE**

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization with one bank relationship.

- One Requestor ID

**STEP 1: ACTION**

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor Inquiry screen. If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP310AO          PAYMENT REQUESTOR INQUIRY                          17:00:06
08/02/2000      T
REQUESTOR ID: 0101234  ORGANIZATION TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:           STATE:      ZIP:      -  VRS IND (Y, N, B):
COUNTRY:
E-MAIL ADDRESS:
CONTACT NAME:
CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (      )      -      EXTENSION:
ACH - DFI ABA NO:      BK ACCT NO:      ACCT TYPE:
ACCT TITLE:
FDS - DFI ABA NO:      BK ACCT NO:
ACCT TITLE:
PR ACTIVE FLAG:
F4=MENU F5=MAIN
SHORT NAME:
TIN:
DUNS:
RECIPIENT ORG (Y/N):
EFFECTIVE DATE(MM/DD/CCYY):  /  /
CONTACT PHONE: (      )      -
CONTACT EXTENSION:

```

**Step 1: Result**

The Payment Requestor profile information will appear. You may remain on this screen and proceed directly to the next example.

```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP310AO          PAYMENT REQUESTOR INQUIRY                          17:01:01
08/02/2000      T
REQUESTOR ID: 0101234  ORGANIZATION TYPE: U      UNIVERSITY
FULL NAME: GRAY UNIVERSITY          SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE      TIN:
ADDRESS LINE 2:                      DUNS:
ADDRESS LINE 3:                      RECIPIENT ORG (Y/N): Y
CITY: ALBANY          STATE: NY  ZIP: 12345 -  VRS IND (Y, N, B):N
COUNTRY:              EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000
E-MAIL ADDRESS:
CONTACT NAME: AMY ADAMS              CONTACT PHONE: ( 502 ) 235 - 4689
CERTIFYING OFFICIAL: BOB SMITH      CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: ASST. COMPROLLER
CERTIFYING OFFICIAL PHONE: ( 502 ) 235 - 4690  EXTENSION:
ACH - DFI ABA NO: 075000022 BK ACCT NO: 50900087422  ACCT TYPE: D
ACCT TITLE: GRANT FUND
FDS - DFI ABA NO: 075000022 BK ACCT NO: 50900087422
ACCT TITLE: GRANT FUND              FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y
F4=MENU F5=MAIN

```

## EXAMPLE TWO

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization that has more than one banking relationship.

- One Requestor ID

**STEP 1: ACTION**

If the Requestor ID is not displayed in the Requestor ID field, fill in the field as shown below. Press Enter to complete the inquiry.

```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP310AO          PAYMENT REQUESTOR INQUIRY                          17:00:06
08/02/2000      T
REQUESTOR ID: 0104321  ORGANIZATION TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:
STATE:          ZIP:          - VRS IND (Y, N, B):
COUNTRY:
EFFECTIVE DATE(MM/DD/CCYY):  /  /
E-MAIL ADDRESS:
CONTACT NAME:
CONTACT PHONE: (    ) -
CERTIFYING OFFICIAL:
CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (    ) - EXTENSION:
ACH - DFI ABA NO:          BK ACCT NO:          ACCT TYPE:
ACCT TITLE:
FDS - DFI ABA NO:          BK ACCT NO:
ACCT TITLE:          FURTHER CREDIT ABA:
PR ACTIVE FLAG:
F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The Payment Requestor profile information will appear. Multiple bank relationships exist for this Payment Requestor, so the F8=PGDN function key is available.

```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP310AO          PAYMENT REQUESTOR INQUIRY                          17:01:01
08/02/2000      T
REQUESTOR ID: 0104321  ORGANIZATION TYPE: U          UNIVERSITY
FULL NAME: GREEN UNIVERSITY          SHORT NAME: GREEN U
ADDRESS LINE 1: 111 MAIN ST.          TIN:
ADDRESS LINE 2:          DUNS:
ADDRESS LINE 3:          RECIPIENT ORG (Y/N): Y
CITY:          STATE:          ZIP:          - VRS IND (Y, N, B): N
COUNTRY:          EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000
E-MAIL ADDRESS:
CONTACT NAME: JACK JONES          CONTACT PHONE: ( 502 ) 999 - 1234
CERTIFYING OFFICIAL: JANE SMITH          CONTACT EXTENSION:
CERTIFYING OFFICIAL TITLE: COMPTROLLER
CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321  EXTENSION:
ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422  ACCT TYPE: D
ACCT TITLE: GENERAL ACCOUNT
FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422
ACCT TITLE: GENERAL ACCOUNT          FURTHER CREDIT ABA:
PR ACTIVE FLAG: Y
F4=MENU F5=MAIN
    
```

**STEP 2: ACTION**

Press F8=PGDN to Inquire on the Multiple Banking Relationships.

SP310A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310AO	PAYMENT REQUESTOR INQUIRY	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GREEN UNIVERSITY SHORT NAME: GREEN U		
ADDRESS LINE 1: 111 MAIN ST. TIN:		
ADDRESS LINE 2: DUNS:		
ADDRESS LINE 3: RECIPIENT ORG (Y/N): Y		
CITY: STATE: ZIP: - VRS IND (Y, N, B): N		
COUNTRY: EFFECTIVE DATE(MM/DD/CCYY): 05 / 25 / 2000		
E-MAIL ADDRESS:		
CONTACT NAME: JACK JONES CONTACT PHONE: ( 502 ) 999 - 1234		
CERTIFYING OFFICIAL: JANE SMITH CONTACT EXTENSION:		
CERTIFYING OFFICIAL TITLE: COMPTROLLER		
CERTIFYING OFFICIAL PHONE: ( 502 ) 999 - 4321 EXTENSION:		
ACH - DFI ABA NO: 075000022 BK ACCT NO: 99900087422 ACCT TYPE: D		
ACCT TITLE: GENERAL ACCOUNT		
FDS - DFI ABA NO: 075000022 BK ACCT NO: 99900087422		
ACCT TITLE: GENERAL ACCOUNT FURTHER CREDIT ABA:		
PR ACTIVE FLAG: Y		
F4=MENU F5=MAIN F8=PGDN		

**STEP 2: RESULT**

The following screen appears, allowing you to view the additional banking relationships for the specified payment requestor. You may use F7=PGUP to return to the first page of the profile.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY		
2ND BANKING RELATIONSHIP:		
ACH- DFI ABA NO: 051402518 BK ACCT NO: 57798065541 ACCT TYPE: D		
ACCT TITLE: MEAL TICKETS		
FDS- DFI ABA NO: BK ACCT NO:		
ACCT TITLE: FURTHER CREDIT ABA:		
3RD BANKING RELATIONSHIP:		
ACH- DFI ABA NO: BK ACCT NO: ACCT TYPE:		
ACCT TITLE:		
FDS- DFI ABA NO: BK ACCT NO:		
ACCT TITLE: FURTHER CREDIT ABA:		
4TH BANKING RELATIONSHIP:		
ACH- DFI ABA NO: BK ACCT NO: ACCT TYPE:		
ACCT TITLE:		
FDS- DFI ABA NO: BK ACCT NO:		
ACCT TITLE: FURTHER CREDIT ABA:		
F4=MENU F5=MAIN F7=PGUP		

**STEP 3: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

SP310C	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP310CO	MULTIPLE BANKING RELATIONSHIPS	17:01:01
08/02/2000	T	
REQUESTOR ID: 0104321 FULL NAME: GREEN UNIVERSITY		
2ND BANKING RELATIONSHIP:		
ACH- DFI ABA NO: 051402518	BK ACCT NO: 57798065541	ACCT TYPE: D
ACCT TITLE: MEAL TICKETS		
FDS- DFI ABA NO:	BK ACCT NO:	FURTHER CREDIT ABA:
ACCT TITLE:		
3RD BANKING RELATIONSHIP:		
ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS- DFI ABA NO:	BK ACCT NO:	FURTHER CREDIT ABA:
ACCT TITLE:		
4TH BANKING RELATIONSHIP:		
ACH- DFI ABA NO:	BK ACCT NO:	ACCT TYPE:
ACCT TITLE:		
FDS- DFI ABA NO:	BK ACCT NO:	FURTHER CREDIT ABA:
ACCT TITLE:		
F4=MENU F5=MAIN		F7=PGUP

**STEP 3: RESULT**

The following screen appears, allowing for selection of another Inquiry Menu option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	17:02:18
08/02/2000	T	
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>		
		ENTER SELECTION NUMBER: __
		PRESS ENTER
F2=EXIT	F5=MAIN	

---

---

## SECTION 3.10

### RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for the Recipient Organization(s). If you are a Payment Requestor organization, you will only be able to view those profile(s) for which your organization is authorized to draw funds in ASAP.

Profile information is obtained during the enrollment process when the Recipient Organization completes the forms contained in the enrollment package. RFC personnel review the enrollment package and enter the necessary information into ASAP. **The Recipient Organization is required to notify the RFC of any profile changes as they arise.**

### HOW TO BUILD YOUR INQUIRY

Each Recipient Organization is identified in ASAP by a unique **Recipient ID** generated by the system at the time the profile is created in ASAP. To view the profile for a Recipient Organization, type the 7-digit Recipient ID in the corresponding field and press Enter.

### SCREEN FIELDS TO NOTE

The Recipient Organization profile includes the full **organization name, address, contact personnel, and certifying official**. The profile also indicates the Recipient Organization's **Short Name**, which is the abbreviation used to identify it on payment remittance information.

Additional profile information includes:

- **Organization Type** - indicates the type of recipient organization being profiled. "SA" indicates a State Agency; "I", an Indian Tribal Organization; "U", an University; "FP", a for profit organization, "NP", a non-profit organization and "O" stands for other.
- **Requestor (Y/N)** - this field indicates whether this Recipient is also a Payment Requestor. If the flag is Y for Yes, there is a Payment Requestor Profile for this organization, and the Requestor ID and Recipient ID are the same. If the flag is N for No, either this organization has a Requestor profile with a different ID, or this Recipient is NOT a Payment Requestor.
- **VRS Indicator** - this field indicates whether the Recipient uses the Voice Response System to access ASAP. Values for this field are:
  - Y for Yes - this Recipient uses the Voice Response System
  - N for No - this Recipient does not use the Voice Response System
  - B for Both - this Recipient uses both Voice Response and on-line screens to access ASAP.

- **RO Active Flag** - indicates whether the Recipient Organization is designated as “active,” to perform functions in ASAP. “Y” indicates that the Recipient Organization is active, and “N” indicates that the Recipient Organization is inactive.
- **TIN** - the Taxpayer Identification Number for the Recipient Organization.
- **DUN** - a universal identifier for electronic commerce assigned by Dunn & Bradstreet.

**GUIDE TO EXAMPLE**

In this section, users will learn how to inquire on Recipient Organization profiles.

Review the following example.

**EXAMPLE**

Use the Recipient Organization Inquiry feature to view the profile for a Recipient Organization.

- One Recipient ID

**STEP 1: ACTION**

After selecting menu option 8 from the Inquiry Menu, you will see the Recipient Organization Inquiry screen. Enter the RECIPIENT ID and press Enter.

SP315A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP315AO	RECIPIENT ORGANIZATION INQUIRY	10:19:46
08/02/2000	T	
RECIPIENT ID: 0101111 ORGANIZATION TYPE:		
FULL NAME:		SHORT NAME:
ADDRESS LINE 1:		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		REQUESTOR (Y/N):
CITY:	STATE:	ZIP CODE: -
COUNTRY:		VRS IND (Y,N,B):
E-MAIL ADDRESS:		
CONTACT NAME:		CONTACT PHONE: ( ) -
		CONTACT EXTENSION:
CERTIFYING OFFICIAL:		
CERTIFYING OFFICIAL TITLE:		
CERTIFYING OFFICIAL PHONE: ( ) -		EXTENSION:
RO ACTIVE FLAG:		
F4=MENU F5=MAIN		

**STEP 1: RESULT**

The Recipient Organization profile information will appear.

SP315A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP315AO	RECIPIENT ORGANIZATION INQUIRY	10:20:44
08/03/2000	T	
RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: <b>GRAY UNIVERSITY</b>		SHORT NAME: <b>GRAY U</b>
ADDRESS LINE 1: <b>234 PARK AVENUE</b>		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		REQUESTOR (Y/N): <b>Y</b>
CITY: <b>ALBANY</b>	STATE: <b>NY</b>	ZIP CODE: <b>12345</b> -
COUNTRY:		VRS IND (Y,N,B): <b>N</b>
E-MAIL ADDRESS:		
CONTACT NAME: <b>BARBARA SMITH</b>		CONTACT PHONE: ( <b>503</b> ) <b>295</b> - <b>8746</b>
		CONTACT EXTENSION:
CERTIFYING OFFICIAL: <b>MICHELLE JONES</b>		
CERTIFYING OFFICIAL TITLE: <b>DEPUTY TREASURER</b>		
CERTIFYING OFFICIAL PHONE: ( <b>503</b> ) <b>295</b> - <b>8747</b>		EXTENSION:
RO ACTIVE FLAG: <b>Y</b>		
F4=MENU F5=MAIN		
<b>I0009 INQUIRY SUCCESSFUL.</b>		

**STEP 2: ACTION**

Press F4=MENU to return to the Inquiry Menu screen.

SP315A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP315AO	RECIPIENT ORGANIZATION INQUIRY	10:20:44
08/03/2000	T	
RECIPIENT ID: 0101111 ORGANIZATION TYPE: U UNIVERSITY		
FULL NAME: GRAY UNIVERSITY		SHORT NAME: GRAY U
ADDRESS LINE 1: 234 PARK AVENUE		TIN:
ADDRESS LINE 2:		DUNS:
ADDRESS LINE 3:		REQUESTOR (Y/N): Y
CITY: ALBANY	STATE: NY	ZIP CODE: 12345 - VRS IND (Y,N,B): N
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: BARBARA SMITH		CONTACT PHONE: ( 503 ) 295 - 8746
CONTACT EXTENSION:		
CERTIFYING OFFICIAL: MICHELLE JONES		
CERTIFYING OFFICIAL TITLE: DEPUTY TREASURER		
CERTIFYING OFFICIAL PHONE: ( 503 ) 295 - 8747		EXTENSION:
RO ACTIVE FLAG: Y		
F4=MENU F5=MAIN		
I0009 INQUIRY SUCCESSFUL.		

**STEP 2: RESULT**

The Inquiry Menu appears allowing for selection of another Inquiry option.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	10:23:07
08/03/2000	T	
<ul style="list-style-type: none"> <li>&lt; 1&gt; PAYMENT REQUEST STATUS INQUIRY PROMPT</li> <li>&lt; 2&gt; ACCOUNT BALANCE INQUIRY PROMPT</li> <li>&lt; 3&gt; ACCOUNT STATEMENT INQUIRY PROMPT</li> <li>&lt; 4&gt; AUTHORIZATION TRANSACTION INQUIRY PROMPT</li> <li>&lt; 5&gt; ACCOUNT PROFILE INQUIRY</li> <li>&lt; 6&gt; FEDERAL PROGRAM AGENCY INQUIRY</li> <li>&lt; 7&gt; PAYMENT REQUESTOR INQUIRY</li> <li>&lt; 8&gt; RECIPIENT ORGANIZATION INQUIRY</li> <li>&lt; 9&gt; CFDA INQUIRY</li> <li>&lt;10&gt; ALC INQUIRY</li> <li>&lt;11&gt; RETURNED PAYMENT INQUIRY PROMPT</li> <li>&lt;12&gt; BOOK ENTRY ADJUSTMENT INQUIRY PROMPT</li> <li>&lt;13&gt; INTERSTATE AUTHORIZATION TRANSFER INQUIRY PROMPT</li> <li>&lt;14&gt; SUPER USER INQUIRY</li> <li>&lt;15&gt; VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT</li> </ul>		
ENTER SELECTION NUMBER: ____		
PRESS ENTER		
F2=EXIT	F5=MAIN	

**SECTION 3.11****BOOK ENTRY ADJUSTMENT INQUIRY**

This feature allows you to view book entry adjustment transactions made to your ASAP Accounts within any specified date range.

The **Book Entry Adjustment Summary Inquiry** screen displays information on adjustments at a summary level. Adjustments are sorted in ascending order by posting date and time. You may select a book entry adjustment transaction from the summary screen to view detail information pertaining to the increases and decreases of the adjustment.

The **Book Entry Adjustment Detail Inquiry** screen displays detailed information on a specific adjustment such as the adjustment reason, the Recipient IDs and Account IDs and, if applicable, Account Detail IDs, affected by the adjustment, the User ID of the person who made the adjustment, and the increase and decrease amounts of the adjustment.

**SCREEN FIELDS TO NOTE**

The following fields appear on one or more of the screens in this Inquiry feature:

- **Adjustment Reference Number** - an identifier which may have been assigned by the individual making a book entry adjustment. (On the summary screen, this information appears under the abbreviated heading of “**REF NUM.**”)
- **Adjustment Dates From and To** - use these dates to specify a time period in which the adjustment was made (posted). Note that if you leave the “Adjustment Date To” field blank, it will default to the same date as the “Adjustment Date From,” making your date range equal to that 1 day only. If entered, the “Adjustment Date To” cannot be greater than the current cycle date.
- **ASAP Sequence Number** (detail screen) - an identifier assigned by the ASAP system when a book entry adjustment is posted. It consists of the following:
  - Date** - the date the transaction was posted.
  - Terminal ID** - the PC connection or user ID that initiated the adjustment.
  - Sequence #** - a sequential number used to identify the session during which the adjustment was made on a given terminal and date.
- **S** - An abbreviation for “Select” on the summary screen. Typing an “S” in this field next to an adjustment transaction and pressing Enter allows you to view detail information on that transaction.

- 
- **Date and Time** - Displayed on the summary screen, the date and time the adjustment was made.
  - **NBR ITM** -An abbreviation for “Number of Items” on the summary screen. This field displays how many increase/decrease items make up the adjustment.
  - **Adjustment Total** -the total amount of money transferred in an adjustment, which is the same as the Total Increases or Total Decreases for an adjustment. Abbreviated as “Adjstmnt Total” on the detail screen.
  - **Adjustment Initiator** - the User ID of the individual who made the adjustment. Abbreviated as “Adjstmnt Initiator” on the detail screen.
  - **Adjustment Reason** - a description or other annotation of the adjustment, if any was entered when the adjustment was made.
  - **Decrease Avail Bal By Amount** - the amount of money moved **out** of an ASAP Account.
  - **Increase Avail Bal By Amount** - the amount of money moved **into** an ASAP Account.
  - **ITM #** - sequential numbers assigned by the system to each item within an adjustment when the adjustment was posted.

**GUIDE TO EXAMPLE**

In this section, users will learn how to use the Book Entry Adjustment inquiry feature.

Review the following example.

**EXAMPLE**

Use the Book Entry Adjustment Inquiry feature to view transactions made to your ASAP accounts within a specified date range.

- Agency Location Code
- Recipient ID
- Date Range

**STEP 1: ACTION**

After selecting menu option 12 from the Inquiry Menu, you will see the Book Entry Adjustment Inquiry prompt screen. Fill in the prompt screen as shown below and press Enter.

```

SP170A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
SP170AO          BOOK ENTRY ADJUSTMENT INQUIRY PROMPT                10:37:08
08/03/2000      T

      REQUESTOR ID: 0101234                      SHORT NAME: GRAY U

      ADJUSTMENT REFERENCE NUMBER: _____

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

      RECIPIENT ID: 0101111                      SHORT NAME:

      ADJUSTMENT DATES FROM: 08 / 02 / 2000   TO: 08 / 03 / 2000

      F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The following screen appears, with the Summary Book Entry Adjustment information for criteria specified on the prompt screen.

```

SP175A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
SP175AO          BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY              10:38:35
08/03/2000      T
REQUESTOR ID: 0101234                      SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /    SHORT NAME: US MONEY
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID: 0101111                      SHORT NAME: GRAY U
      ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000

NBR      ADJUSTMENT
S        DATE          TIME      REF NUM          ITM          TOTAL
_        08/03/2000    10:36:39  ADJUSTMENT 1      02          $1,000.00

      F3=PRMT F4=MENU F5=MAIN                      F9=ALC F10=RO
    
```

**STEP 2: ACTION**

Type the letter S in the select field and press Enter.

SP175A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/03/00
SP175AO	BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY				10:38:35
08/03/2000	T				
REQUESTOR ID: 0101234				SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY	
ADJUSTMENT REFERENCE NUMBER:					
RECIPIENT ID: 0101111				SHORT NAME: GRAY U	
ADJUSTMENT DATES FROM 08/02/2000 TO 08/03/2000					
S	DATE	TIME	REF NUM	NBR ITM	ADJUSTMENT TOTAL
S	8/03/2000	10:36:39	ADJUSTMENT 1	02	\$1,000.00
F3=PRMT F4=MENU F5=MAIN			F9=ALC F10=RO		

**STEP 2: RESULT**

The following screen appears, displaying the detail information for the selected book entry transaction.

SP180A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/03/00
SP180AO	BOOK ENTRY ADJUSTMENT DETAIL INQUIRY				10:41:19
08/03/2000	T				
REQUESTOR ID: 0101234				SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY	
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1				ADJSTMNT INITIATOR: E1AMA0#	
				ADJSTMNT TOTAL:	\$1,000.00
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.					
ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001					
RECIPIENT	ACCOUNT ID		DECREASE AVAIL	INCREASE AVAIL	ITM
ID			BAL. BY AMOUNT	BAL. BY AMOUNT	#
0101111	F1R10001		\$1,000.00		01
	ACCOUNT DETAIL 1		\$500.00		
	ACCOUNT DETAIL 2		\$500.00		
0101111	F1R10003			\$1,000.00	02
F3=PRMT F4=MENU F5=MAIN				F11=LIST	

**STEP 3: ACTION**

Press F4=MENU to return to the Inquiry Menu.

```

SP180A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP180AO     BOOK ENTRY ADJUSTMENT DETAIL INQUIRY             10:41:19
08/03/2000      T
REQUESTOR ID: 0101234          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME:  US MONEY
ADJUSTMENT REFERENCE NUMBER: ADJUSTMENT 1     ADJSTMNT INITIATOR: E1AMA0#
                                           ADJSTMNT TOTAL:      $1,000.00
ADJUSTMENT REASON: MADE A PAYMENT REQUEST AGAINST THE WRONG ACCOUNT.

ASAP SEQUENCE NUMBER: 08/03/2000 E1QM287V 000001
RECIPIENT
  ID      ACCOUNT ID      DECREASE AVAIL      INCREASE AVAIL ITM
  0101111  F1R10001      $1,000.00           BAL. BY AMOUNT #
                ACCOUNT DETAIL 1           $500.00
                ACCOUNT DETAIL 2           $500.00
  0101111  F1R10003                        $1,000.00      02

F3=PRMT F4=MENU F5=MAIN                                F11=LIST
    
```

**STEP 3: RESULT**

The Inquiry Menu is displayed.

```

SP100A      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP100AO     INQUIRY MENU                                     10:23:07
08/03/2000      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 NUMBER INQUIRY PROMPT

                                           ENTER SELECTION NUMBER:  ___
                                           PRESS ENTER

F2=EXIT      F5=MAIN
    
```

## SECTION 3.12

### SUPER USER INQUIRY

This feature allows you to inquire on Federal Department, Federal Bureau and State Super Users.

- Federal Department Super Users have a two-digit ASAP ID that allows them to inquire on all bureaus and Agency Location Codes associated with the Department.
- Federal Bureau Super Users have a four-digit ASAP ID that allows them to inquire on all Agency Location Codes associated with the Bureau.
- State Super Users have a two-character ASAP ID that allows them to inquire on activity for all Recipients and Requestors that have the same postal code and have an organization type of State Agency.

Profile information for Super Users is obtained during the enrollment process. RFC personnel review the enrollment package and enter the necessary information into ASAP.

### HOW TO BUILD YOUR INQUIRY

Each Super User in ASAP is identified with a unique Super User ID. To inquire on a Super User, you specify the 2-4 character Super User ID and press Enter.

### SCREEN FIELDS TO NOTE

The Super User profile includes the **full organization name, address, contact personnel and certifying official**. The profile also indicates what **type** of Super User the organization is: Federal Department, Federal Bureau or State.

### GUIDE TO EXAMPLE

In this section, users will learn how to inquire on Super User Profiles. Review the following example.

**EXAMPLE**

Use the Super User Inquiry feature to view the profile of a State Super User.

**STEP 1: ACTION**

After selecting menu option 14 from the Inquiry Menu, you will see the Super User Inquiry screen. To inquire on a State Super User, type in the 2-character state code and press Enter

```

SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP304AO          SUPER USER INQUIRY                             13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE:
FULL NAME:
ADDRESS LINE 1:
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY:              STATE:          ZIP CODE:          -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME:              CONTACT PHONE: (      )      -
                           CONTACT EXTENSION:

CERTIFYING OFFICIAL:
CERTIFYING OFFICIAL TITLE:
CERTIFYING OFFICIAL PHONE: (      )      -      EXTENSION:

F4=MENU F5=MAIN
    
```

**STEP 1: RESULT**

The State Super User profile information is displayed.

```

SP304A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/03/00
SP304AO          SUPER USER INQUIRY                             13:26:11
08/03/2000 T

SUPER USER ID: CT   TYPE: STATE USER
FULL NAME: CONNECTICUT STATE TREASURER
ADDRESS LINE 1: 123 MAIN ST.
ADDRESS LINE 2:
ADDRESS LINE 3:
CITY: HARTFORD          STATE: CT      ZIP CODE: 99999      -
COUNTRY:
E-MAIL ADDRESS:

CONTACT NAME: MARY JONES              CONTACT PHONE: ( 999 ) 999 - 9999
                           CONTACT EXTENSION:

CERTIFYING OFFICIAL: JAMES SMITH
CERTIFYING OFFICIAL TITLE: TREASURER
CERTIFYING OFFICIAL PHONE: ( 999 )999 - 9999      EXTENSION:

F4=MENU F5=MAIN
    
```

**STEP 2: ACTION**

Press F5=MAIN to return to the Main Menu.

SP304A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP304AO	SUPER USER INQUIRY	13:26:11
08/03/2000 T		
<p>SUPER USER ID: CT TYPE: STATE USER          FULL NAME: CONNECTICUT STATE TREASURER          ADDRESS LINE 1: 123 MAIN ST.          ADDRESS LINE 2:          ADDRESS LINE 3:          CITY: HARTFORD STATE: CT ZIP CODE: 99999 -          COUNTRY:          E-MAIL ADDRESS:</p>		
<p>CONTACT NAME: MARY JONES CONTACT PHONE: ( 999 ) 999 - 9999          CONTACT EXTENSION:</p>		
<p>CERTIFYING OFFICIAL: JAMES SMITH          CERTIFYING OFFICIAL TITLE: TREASURER          CERTIFYING OFFICIAL PHONE: ( 999 ) 999 - 9999 EXTENSION:</p>		
F4=MENU F5=MAIN		

**STEP 2: RESULT**

The Main Menu is displayed.

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP010AO	MAIN MENU	10:42:46
08/03/2000 T		
<p>&lt;1&gt; PAYMENT REQUEST PROCESSING          &lt;2&gt; INQUIRY MENU          &lt;3&gt; FEDERAL AGENCY FUNCTIONS MENU          &lt;4&gt; RFC FUNCTIONS MENU          &lt;5&gt; FRB SUPPORT PROCESSING          &lt;6&gt; REPORT REQUEST MENU          &lt;7&gt; NOTIFICATIONS</p>		
<p>ASAP ID _____          ORGANIZATION ACCESS CODE ENTER SELECTION NUMBER: _          PRESS ENTER</p>		
F2=EXIT		

# **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>&lt;1&gt; ACCOUNT SETTLEMENT REPORT</p> <p>&lt;2&gt; ACCOUNTS WITH END DATES REPORT</p> <p>&lt;3&gt; DATA RETRIEVAL REPORT</p> <p>&lt;4&gt; DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p>&lt;5&gt; 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><b>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. _</b></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		
<b>I0074 REPORT REQUESTED. PRESS 'ENTER' OR A FUNCTION KEY TO CONTINUE.</b>		

**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
FROM:08/02/2000 TO 08/06/2000				
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>&lt;1&gt; ACCOUNT SETTLEMENT REPORT</p> <p>&lt;2&gt; ACCOUNTS WITH END DATES REPORT</p> <p>&lt;3&gt; DATA RETRIEVAL REPORT</p> <p>&lt;4&gt; DEBIT VOUCHERS\DEPOSIT TICKETS SUMMARY REPORT</p> <p>&lt;5&gt; 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		
<b>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. _</b>		
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\*\*\*\*\*

# **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

```

## 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	FEDERAL AGENCY @FPA HAS REVIEWED THE FOLLOWING PAYMENT REQUEST AND TAKEN THE NOTED ACTION ON @DATE :  REQUEST DATE #ITEMS REQUEST AMOUNT ACTION  @RQDT @ITMA @APAM @RVAC @ITMR @AMT @RVRJ  YOU MAY USE THE PAYMENT REQUEST INQUIRY IN THE INQUIRY MENU TO INQUIRE ON THE PAYMENT.
0017	Requestors Recipients	PMT CANNED	FEDERAL AGENCY @FPA HAS CANCELLED THE FOLLOWING PAYMENT REQUEST:  REQUEST DATE SETTLEMENT DATE REQUEST AMOUNT  @RQDT @STDT @AMT  IF YOU NEED FURTHER INFORMATION ON THE CANCELLATION, PLEASE CONTACT THE FEDERAL AGENCY.
0018	Requestors Recipients	AGNCY REV	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.
0019	Requestors Recipients	RO REVIEW	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.
0020	Requestors Recipients	ACCT REVW	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.

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							

# **CHAPTER 6:**

# **VOICE RESPONSE SYSTEM**

## **Purpose**

In this chapter, you will learn how to establish and maintain accounts in the Voice Response System.

## **Overview**

The ASAP Voice Response System (VRS) provides an automated system for interaction between ASAP and its external customers. The ASAP VRS users are Payment Requestors and Recipient Organizations. Through the use of a touch-tone telephone the users may access their grant funds. The payment delivery method for VRS is ACH only. The system requires a PIN number, ASAP ID and password. There are two menus within VRS. The Payment Request Menu provides Payment Requestor functions and Inquiry selections. The Recipient Organization Menu provides Inquiry selections.

The ASAP system generates a six-digit VRS account number that corresponds to the agency created ASAP Account ID. That number is reflected on the Account Profile Screen when a payment requestor or recipient is “flagged” as a Voice Response System user. Because some VRS users may not have access to ASAP on-line, it is the FPA’s responsibility to ensure their recipients know the VRS account number that applies to the accounts from which they are entitled to make payment requests or inquiries. A special option has been added to the Inquiry Menu which will allow FPAs to search for VRS account IDs and their corresponding ASAP account ID. That option is number 15 on the Inquiry Menu – Voice Response Account Number Inquiry Prompt.

All of the information defining an account in ASAP appears on its Account Profile. Once you create or build an account in ASAP by adding a profile for that account, a VRS account ID is system-generated and will appear on the screen. If control accounts are established, each detail account will have its own corresponding VRS account ID. In ASAP, requestors make payment requests at the detail level.

## Hours of Operation

Voice Response System is available to customers 24 hours a day, 7 days a week (24x7).

The full Voice Response System menu is offered on ASAP business days, Monday through Friday From 8:00 a.m. Et until 11:55 p.m. ET. VRS transactions are processed on-line and real time just as transactions are processed when accessing ASAP via a personal computer. A reduced menu is available at all other times, including the following holidays:

New Year's Day	Martin Luther King
President's Day	Memorial Day
Fourth of July	Labor Day
Columbus Day	Veterans Day
Thanksgiving Day	Christmas Day

## Inquiry Menu

If the call is made during ASAP business hours, Recipient Menu 1 will be presented with the following menu selections.

### Inquiry Menu 1 - ASAP Business Hours

KEY	RESULTS
1	Payment Request Status Inquiry
2	Account Balance Inquiry
3	Account Settlement Report Request

If the call is made during ASAP Non-business hours, Recipient Menu will be presented with the following menu selections.

### Inquiry Menu 2 - ASAP Non-Business Hours

KEY	RESULTS
2	Account Balance Inquiry
3	Account Settlement Report Request

**STEP 1: ACTION**

Use this process to search the table containing ASAP Account IDs and Voice Response Account IDs. At the Main Menu Select 2 Inquiry.

```
SP010A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/03/00
  SP010AO                MAIN MENU
10:42:46
08/03/2000

      <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: 2
F2=EXIT                                PRESS ENTER
```

**STEP 1: RESULT**

The Inquiry Menu appears.

```
SP100A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
  SP100AO                INQUIRY MENU                                HH:MM:SS
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 NUMBER INQUIRY PROMPT

                                                ENTER SELECTION NUMBER:
                                                PRESS ENTER

F2=EXIT  F5=MAIN
```

**STEP 2: ACTION**

Select menu option 15 for Voice Response Account Number Inquiry prompt.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
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 NUMBER INQUIRY PROMPT	
	ENTER SELECTION NUMBER: 15	
	PRESS ENTER	
F2=EXIT	F5=MAIN	

**STEP 2: RESULT**

The Voice Response Account Number Inquiry prompt appears.

SP575A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	02/08/01
SP575AO	VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT	13:31:07
02/08/2001 T		
ENTER:		
AGENCY LOCATION CODE/REGION:	_____/_	SHORT NAME:
RECIPIENT ID:	_____	SHORT NAME:
REQUESTOR ID:	_____	SHORT NAME:
VOICE RESPONSE ACCOUNT NUMBER:	_____	
F4=MENU	F5=MAIN	

# **CHAPTER 7:**

# **GETTING OUT**

# **USING CQ**

**PURPOSE**

In this chapter, you will learn how to log off of the ASAP system. Logging off improperly may cause problems on your next attempt to access ASAP.

**GUIDE TO EXAMPLES**

The examples in the chapter will show how to get out of ASAP using CQ for DOS and CQ for WINDOWS communications software.

**EXAMPLE ONE**

Using CQ for DOS, we will sign off from ASAP.

**STEP 1: ACTION**

Navigate to any menu or sub-menu and press the F2=EXIT function key. The Main Menu is shown below:

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 1: RESULT**

The user is returned to the FRAS screen, as shown below.

USSSFR LU = E1L2NXXX (NODE NAME)
 FRAS
 This is a private network for authorized uses by authorized users only.
 Unauthorized access attempts are subject to legal prosecution.

**STEP 2: ACTION**

The user presses the Esc key once.

USSSFR LU = E1L2NXXX (NODE NAME)

FRAS

This is a private network  
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.

**STEP 2: RESULT**

The following selections appear on the FRAS Screen.

USSSFR LU = E1L2NXXX (NODE NAME)

FRAS

This is a private network  
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
- ESC - Go to Main Menu
- Enter - Return to Emulation Screen

Choose one of the above

(The Status Line Appears here)

**STEP 3: ACTION**

The user presses Esc again to navigate to the CQ Main Menu.

USSSFR LU = E1L2NXXX (NODE NAME)

FRAS

This is a private network  
for authorized uses by authorized users only.

Unauthorized access attempts are subject to legal prosecution.

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
- ESC - Go to Main Menu
- Enter - Return to Emulation Screen

Choose one of the above

**STEP 3: RESULT**

The CQ Main Menu is displayed.

CQ-3270R SNA Station Emulator w/DES Release 3.4  
MAIN MENU

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
  
- 4 - Reestablish connection to host
- 5 - Display SNA Diagnostic Information
- 6 - Disconnect Host, Terminate Emulator

Press one of the above numbers:

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge

**STEP 4: ACTION**

The user selects menu option 6 to exit.

CQ-3270R SNA Station Emulator w/DES Release 3.4  
MAIN MENU

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
  
- 4 - Reestablish connection to host
- 5 - Display SNA Diagnostic Information
- 6 - Disconnect Host, Terminate Emulator

Press one of the above numbers: 6

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge

**STEP 4: RESULT**

The user will be prompted to confirm (Y/N).

CQ-3270R SNA Station Emulator w/DES Release 3.4

MAIN MENU

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
  
- 4 - Reestablish connection to host
- 5 - Display SNA Diagnostic Information
- 6 - Disconnect Host, Terminate Emulator

Are you sure you want to exit? (Y/N):

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge

**STEP 5: ACTION**

Respond with a Y for Yes to the Are You Sure message.

CQ-3270R SNA Station Emulator w/DES Release 3.4

MAIN MENU

- 1 - Choose Session to View
- 2 - Destination Entry for Printer Data
- 3 - Suspend/Cancel/Resume Data Transfer
  
- 4 - Reestablish connection to host
- 5 - Display SNA Diagnostic Information
- 6 - Disconnect Host, Terminate Emulator

Are you sure you want to exit? (Y/N): Y

Scroll Lock for Help; Ctrl-Alt Esc to Hot Key; Shift Scroll Lock to Acknowledge

**STEP 5: RESULT**

You are returned to the C:\CQ prompt in DOS.

C:\CQ>

**EXAMPLE TWO**

Using CQ for Windows, we will sign off from ASAP.

**STEP 1: ACTION**

Navigate to any menu or sub-menu and press the F2 EXIT function key. The Main Menu is shown below:

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 1: RESULT**

The user is returned to the FRAS screen, as shown below. Click on **File**, then **Exit**. At the CQ Win box, Click on **File** and **Close**.

USSSFR LU = E1L2NXXX (NODE NAME)
FRAS
This is a private network for authorized uses by authorized users only.
Unauthorized access attempts are subject to legal prosecution.

**STEP 3: ACTION**

**To search by Payment Requestor and ALC key in the ALC and the Requestor ID and hit Enter.**

```
SP575A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP575AO        VOICE RESPONSE ACCOUNT NUMBER INQUIRY PROMPT    13:31:07
02/08/2001 T

ENTER:

      AGENCY LOCATION CODE/REGION: 12350001/01      SHORT NAME:

      RECIPIENT ID: _____                      SHORT NAME:

      REQUESTOR ID:0810493                          SHORT NAME:

VOICE RESPONSE ACCOUNT NUMBER: _____          SHORT NAME:

      F4=MENU F5=MAIN
```

**STEP 3: ACTION**

**ALC and Payment Requestor search.**

The VRS Account Number List inquiry results are displayed. Results are for this ALC and Payment Requestor only.

```
SP577A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          02/08/01
SP577AO        VOICE RESPONSE ACCOUNT NUMBER LIST              13:41:32
02/08/2001 T

                                  SCREEN: 1 OF 1
AGENCY LOCATION CODE/REGION: 12350001/01      SHORT NAME: US MONEY

VRS ACCT  RECIPIENT  ASAP ACCOUNT NUMBER  DETAIL ACCOUNT NUMBER
NUMBER    ID
002401    0101111    666S6007
002402    0101111    666S6009
002403    0101111    776S6007
002404    0101111    776S6008
002405    0101111    776S6009

      F3=PRMT F4=MENU F5=MAIN

I0009  INQUIRY SUCCESSFUL.
```

**CHAPTER 7A:**

**GETTING OUT  
USING PASSPORT  
FOR WINDOWS**

## PURPOSE

In this chapter, you will learn how to log off of the ASAP system. Logging off improperly may cause problems on your next attempt to access ASAP.

### Logoff Procedures

- Within ASAP, navigate to the ASAP Main Menu or any sub-menu.
- Press **F2-Exit**.
- You are returned to the "WELCOME TO AT&T" logo screen. In the menu bar, click on **Terminal** and then click on **Disconnect**.
- Click on **Terminal** again, and then click on **Close**.

# **APPENDIX 1:**

# **SCREEN/REPORT FIELD DESCRIPTIONS**

**Field Title**

**Description**

---

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<b>Field Title</b>	<b>Description</b>
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which Federal Agency controls the flow of funds. This control may be at program level, below program level, or above program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired activity. The available actions are displayed, and the available actions vary for the different functions with ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel (C) or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up-to-3 lines of 50characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference Number	An optional identifier form 1 to 15 characters which may be assigned to a Book Entry Adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the federal Agency.

<b>Field Title</b>	<b>Description</b>
Agency Reference Number	This optional free form 15-character alphanumeric field may be entered at either the Authorization Entry Prompt or Authorization Entry screen. The Agency Reference Number may be entered to annotate each page of authorization transactions as they are entered in to ASAP.
All	May be used on the Certify On-Line Authorization Prompt to indicate that the user would like to view all authorizations entered on-line that are awaiting certification.
Allow Book Entry Adjustment Indicator	May be used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it.
Amount Requested	The amount of funds requested from each Account ID displayed. This required field may not exceed \$999,999,999.99 for Fedwire payments, \$99,999,999.99 for ACH payments.
ASAP 1031 Indicator	Used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution.
ASAP ID	A 7 to 10 position number to identify an organization in ASAP. For Federal Agencies, this is the 8-digit ALC or the 10-digit ALC/Region. For Payment Requestors, this is the 7-digit Requestor ID. For Recipient Organizations, this is the 7-digit Recipient ID. The ASAP ID is required at initial sign-on at the ASAP Main Menu.
ASAP Sequence Number	A system-generated sequence number assigned to payment requests and book entry adjustments
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed \$99,999,999.99.
Authorization Date From and To	Entered on the Certify On-Line Authorization Prompt to specify that the user would like to view authorizations entered on-line during the specified period of time.

Field Title	Description
Authorization Sequence Number	This system-generated field is a unique identifier, assigned by ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.
Available Balance	This system-generated field contains the Available Balance, which is the net of all activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.
Begin Date	May be used by the Federal Agency to indicate on the Account Profile the date on which the grant period starts.
Budget Period End Date	Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.
Cash on Hand	This optional field allows the user to indicate the amount of Federal Agency funds that the Requestor had in its bank account. This amount is not to exceed \$999,999,999.99.
Certified Authorization Amount	Total dollar amount of increase and decrease authorization transactions that were certified and will update the available balances of the affected ASAP accounts.
Certified CNT	Number of increase and decrease authorizations that were certified.
CFDA Number	There is a 5-digit Catalog of Federal Domestic Assistance (CFDA) number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.
CMIA Indicator	May be used by the Federal Agency to specify on the Account Profile whether the ASAP Account <b>(Y)</b> is or <b>(N)</b> is not covered by the Cash Management Improvement Act (CMIA).

<b>Field Title</b>	<b>Description</b>
Control Account Indicator	May be used by the Federal Agency to specify whether Account Details will be added to an account. If this indicator is set at Y, the ASAP 1031 indicator may not be used at Y. Defaults to N is not specified.
Create Date	These fields indicated the date on which the account was created by the Federal Agency.
Cumulative Authorized Amount	This is the net of all authorization activity for this account. It equals increase authorization, minus decrease authorizations. This field is system generated.
Days on Review	This field on the Review Payment Request List indicates the number of days the payment request has been awaiting.
Decrease Available Balance By Amount	The amount of money moved out of an ASAP Account by a Book Entry Adjustment transaction.
Delivery Method	The Delivery Method field (abbreviated "DEL METH") on the Review Payment Request List screen indicated the type of delivery (A for ACH or F for Fedwire) requested for the payment.
DUNS	A DUNS number is a universal identifier assigned by DUNN and Bradstreet to uniquely identify organizations involved with electronic commerce.
Effective Date	This field contains the date that the authorization will be effective. This field is in the standard date format (MM/DD/CCYY). The Effective Date may be the current date, and previous date, or a date up to 1 year and 1 day in the future.
End Date	May be used by the Federal Agency to indicate in the Account Profile the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If a End Date is indicated on an Account Profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payments requests may be made against that account after the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
<b>Field Title</b>	<b>Description</b>

File ID	The File ID consists of the FILE NUMBER and CYCLE DATE. Users may specify a File ID in order to view a specific batch file of authorizations that is awaiting certification, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen.
File Transmission Date From and To	By entering a date range in the File Transmission Date From and To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frame s for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Group ID	This optional field entered on the Account Profile by the federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount is an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Available Balance By Amount	The amount of money moved into an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicated whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.

<b>Field Title</b>	<b>Description</b>
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.
Organization Access Code (OAC)	The OAC is a password for organizations assigned by ASAP. It is used in conjunction with the ASAP ID when signing on at the ASAP main menu.
Password	The password is unique to each individual user. It must be entered in conjunction with an individual's USER ID when signing on to the system.
Payment Warehouse Indicator	On the Federal Agency profile, this field indicates whether the Agency as a whole allows payment warehousing against its accounts. On the Account Profile, this field indicates whether warehoused payment requests may be made against that particular account. In either case, Y for Yes means that warehousing is allowed, N for No means warehousing is not allowed.
Pseudo ABA	An ABA Numbers is a 9-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminal or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.
Recipient ID	This required 7-digit numeric field identifies the Recipient Organization. Recipient Ids are generated by ASAP when the Recipient Organization profile is created by the RFC.
Region	This optional 2-digit alphanumeric field may be used in conjunction with the ALC as a designator for the Region of the Federal Agency.
Report Delivery Method	On the Federal Agency profile, there are three fields for Report Delivery Method. These fields indicated how Payment-related reports, Authorization-related reports and Account-related reports are to be delivered to the Agency. Report Delivery Method are, F for Fax or B for Bulkdata.
<b>Field Title</b>	<b>Description</b>

Req Settle Date	On the Review Payment Requests List screen, this field indicates the date of delivery requested for the payment.
Requestor ID	This required 7-digit numeric field identifies the Payment Requestor. Requestor IDs are generated by ASAP when the Payment Requestor profile is created by the RFC.
Requestor Reference Number	This optional 15-character alphanumeric field allows the user to identify the payment request. A single Requestor Reference Number may be assigned to summary payment requests; separate Requestor Reference Numbers may be assigned to individual payment requests.
Runtime Password	This is the password associated with CQ software. It is set to a user-selected password when the software is installed. The user is then prompted for this password after entering the #dial command at the C:\ prompt to begin dialing in through CQ.
Select	A number of ASAP screens contain a Select field (sometimes abbreviated SEL or S). On inquiry screens, the user enters S in the Select field to navigate to view detail on a particular item.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you are requesting an ACH payment (summary or individual), the settlement date must be either the next business day or a business day up to 32 calendar days from the current cycle date. If you are requesting a Fedwire payment (individual or summary payments) the settlement date must be equal to the current cycle date. The data entered in this field must be in MM/DD/CCYY format.
STA	A number of ASAP screens contain a Status field. For authorization-related screens, valid statuses are U for Uncertified, A for Approved, R for Rejected, D for Deleted, and W for Warehoused. For payment transaction-related screens, valid statuses are A for Approved, W for Warehoused, R for Rejected, C for Canceled, or H for Held.

<b>Field Title</b>	<b>Description</b>
Template Name	This required maximum 10-character alphanumeric field contains the name of the Payment Requestor's template to be added, changed, deleted, or used to make a Template Payment Request.
Threshold	May be used by the Federal agency to set the amount at or above which payments requests will be forwarded for Agency Review.
TIN	A taxpayer identification Number (TIN) is a 9-digit number used for tax reporting.
Total Amount Requested	For summary payments, the user must specify the total amount requested (positive draws less negative draws).
Total Estimated Grant Amount	May be used by the Federal Agency to indicates on the Account Profile the estimated total grant ward.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for summary payment. Individual payments may be delivered via either ACH or Fedwire; summary payments many be delivered via ACH or Fedwire.
USERID	The USERID is a required field and is unique to the individual user.

# **APPENDIX 2:**

# **GLOSSARY**

**Account Balance** - The amount of funds in an account against which payment requests may be made. Also called Available Balance.

**Account Profile** - Federal Agencies create account profiles. The profile contains the ALC, Recipient ID and Account ID combination which makes the account unique. The account profile also contains the Requestor who may make payment requests against that account, and other information about the account, such as the grant period, the CFDA number, and whether the account is covered by CMIA.

**Account Statement** - Users may inquire on an account using Account Statement Inquiry to see all transactions that have made against that account for a 93-day period.

**Account** - An account is the unique combination of the Federal Agency's Agency Location Code (ALC), Recipient ID, and Account ID. There cannot be more than one account within ASAP containing the same values.

**ACH** - See Automated Clearing House.

**Agency Location Code (ALC)** - An ALC is an 8-digit number used to identify a Federal Agency.

**Agency Review** - The Federal Agency has the option of setting a threshold amount for all their accounts, all the accounts for a single Recipient Organization, or one account. Any payment request in an amount equal to or greater than the threshold amount are forwarded to the Federal Agency for review.

**ASAP ID** - This 7 to 10-digit field is used to identify an organization in the ASAP system. Requestors and Recipient have a 7-digit number that is generated by the ASAP system; Federal Agencies use their ALC or their ALC/region as their ASAP ID.

**Authorization** - An authorization is established for each account by the Federal Agency responsible for the account. The authorization advises recipients of the amount of Federal financial assistance is available for a specified period of time.

**Automated Clearing House (ACH)** - ACH is a method of funds transfer that allows Requestors to receive funds on either the next business day or a business day up to 32 calendar days in the future, after the date of the payment request.

**Bulkdata** - Bulkdata is the file transfer utility used by the Federal Reserve Bank. This is the utility used for Federal Agencies to submit batch files of account authorization transactions to ASAP, as well as the utility used to deliver reports to Federal Agency mainframe connections and PCs running Fedline software.

**CASHLINK** - A global cash concentration and financial reporting system used to manage the collection of government revenues, and to report balances to Federal Agencies.

**CFDA - Catalog of Federal Domestic Assistance** - There is a 5-digit CFDA number for many Federal grant programs. There is a table of valid CFDA numbers stores in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.

**Classified Returned Payment** - A Classified Returned Payment is a returned payment that has been identified and restores to the account from which the finds were originally requested. The RFC handles classifying returned payments. Federal Agencies are advised by on-line notification when a returned payment has been classified to one of their accounts; returned payments are also shown on the Account Statement Report.

**Control Account** - A Control Account allows the Agency to associate up to 300 Account Details with each account. The Agency funds the accounts at the account level and the payments requests and accounting are done at the detail level.

**CQ/3270** - This software package allows the Federal Agencies, RFCs and EBT Processors to access all on-line functions of ASAP.

**Cycle Date** - The cycle date is the current system date. The cycle date is displayed in the upper left-hand corner of the screen when the user is on-line with ASAP.

**Federal Agency (FA)** - Federal Agencies provides funds to Recipient Organizations for various Federal programs. Federal Agencies establish accounts and spending authorizations in ASAP for their programs and recipient organizations.

**Federal Reserve Bank (FRB)** - The Federal Reserve Ban of Richmond developed the ASAP system along with FMS. The FRB is responsible for assigning terminal Ids, individual logon IDs and passwords; the FRB also provides encryption devices and software to access through Fedline.

**Fedline** - Fedline is FRB software that allows Federal Agencies to transmit batch files and receive reports from ASAP. No on-line functions of ASAP can be accessed through Fedline.

**Fedline/3270** - This is a combination software package that allows users to access on-line functions of ASAP, as well as to transmit batch files and receive reports form ASAP.

**FEDWIRE** - FEDWIRE is a same-day payments mechanism. If a Requestor makes a payments request with the current date as the settlement date, the payments is made within minutes of the receipt of the approved payment via FEDWIRE. FEDWIRE is also called FUNDS.

**Function Keys** - Allows the user to navigate between screens in ASAP. The standard keys are:

F2= EXIT - to log off of ASAP  
F3=PRMT - to return to the previous prompt screen  
F4= MENU - to return to the previous menu  
F5= MAIN - to return to the Main Menu  
F7= PGUP - to move to the previous page of data  
F8= PGDN - to move to the next page of data

**FUNDS** - See FEDWIRE.

**GOALS** (Government On-line Accounting Link System) - An on-line system that enables agencies to submit their monthly reports to Treasury.

**Individual Payment** - An individual Payment means that there will be separate transfer of funds to the Requestor's bank account for each ASAP Account from which funds are requested. Using either type of payment request process (Master or Template), the Payment Requestor can request Individual Payments for each payment request made. Individual Payments may be made either through FUNDS or ACH payment mechanisms.

**Master Payment Request** - A Master Payment Request allows the user to build a master list of accounts from which the user organization may draw, by specifying Agency Location Code and Recipient ID combination on the prompt screen. The Payment Requestor can page through the list and request funds from the desired accounts.

**Maximum Draw Amount** - The Federal Agency has the option of setting parameters that designate daily, monthly, quarterly and/or total maximum draw limits for some or all of their accounts. The ASAP system will reject any payment requests made for an amount in excess of the limit.

**Organization Access Code (OAC)** - The OAC is a password for organizations. It is used in conjunction with the ASAP ID when signing on at the ASAP Main Menu.

**Payment Requestor** - A Payment Requestor is any entity that has the authority to initiate payment requests for Recipient Organizations. A Payment Requestor may initiate payment requests for other organization, and the Payment Requestor may be a Recipient Organization.

**Pseudo ABA** - An ABA Number is a 9-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminals or mainframe connections, the FRBV assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.

**Recipient** - See Recipient Organization.

**Recipient Organization** - A Recipient Organization is any entity that uses the funds disbursed by ASAP based on payment requests made by Payment Requestors.

**Regional Financial Center (RFC)** - The Regional Financial Centers are part of the Financial Management Service. The RFC's handle enrollment, provide user support, and process returned payments.

**Requestor** - See Payment Requestor.

**Returned Payment** - A Returned Payment is a payment received by the ASAP system. Recipients/Requestors may return funds to ASAP through their financial institution via FEDWIRE or ACH. Returned Payments are monitored by the RFC and are classified to the proper ASAP account, or they are reversed back to the sending financial institution if the funds cannot be identified.

**Reversed Returned Payment** - If a Returned Payment is received and cannot be identified, the RFC can reverse (send back) the payment to the originating financial institution.

**Settlement Date** - The date that funds will be transferred to the Payment Requestor's financial institution. The Settlement Date for ACH payments is the next business day or a date up 32 days in the future; the Settlement Date for FEDWIRE payments is the current date.

**Summary Payment** - A Summary Payment allows the user to request funds from multiple ASAP accounts, and receive one transfer of funds. Using either type of payment request mechanism (Master or Template), the Payment Requestor can have all payment requests rolled into one Summary Payment. Summary Payments are available for funds disbursed by ACH or Fedwire. Remittance information for each account from which funds were requested is contained in the addenda records of the ACH payment. Limited remittance information is available for summary Fedwire payments.

**Suspense Account** - This is a special account in ASAP that receives all returned payments. This account is monitored by the RFC.

**Template** - Payment Requestors can store account information on a template to facilitate requesting funds on a regular basis from a number of accounts.

**Template Payment Request** - A Template Payment Request allows the Payment Requestor to request funds from a set of accounts stores on a template previously created.

**User ID** - Each individual user of ASAP is issued a User ID. User ID gives you access to specific functions within the ASAP system.

**Voice Response System** - The Voice Response System is an automated telephone system that will provide interaction between ASAP and external customers. Through the use of a touch-tone telephone the users may access their grant funds.

**Voice Response Account Number** - A 6-digit account number generated by the ASAP system that corresponds to the agency that created the ASAP account ID.

# **APPENDIX 3:**

# **TROUBLESHOOTING GUIDLEINES**

## TROUBLESHOOTING

In this appendix errors that can be corrected by the user will be explained, and the steps in correcting the errors will be given. The errors/error messages are listed alphabetically.

There may be times when an error is not one that the user can corrected. Such errors are:

- Inconsistent terminal type for reconnect processing - Restart
- Input endpoint not defined
- Input message ignored
- User ID suspended
- User ID suspended for password violations
- User ID revokedACF2 Security Violation

In these cases, the user must call their servicing Regional Financial Center.

If you are unable to correct a problem using these guidelines, or if you experience a problem for which a solution is not provided in this chapter, please contact your servicing RFC at the number provided in Chapter 2A, page 3 of this guide.

**Difficulty establishing and/or maintaining a connection** - Please refer to the installation procedures. Make sure that you have the proper COM specified, and the proper modem type selected, using the INSTALL feature of your CQ software.

Invalid Syntax - If you get this message on the FRAS screen, this means that you have incorrectly entered the logon command. The correct logon command are:

- to access test, the logon command is **LOGON APPLID (P1UAIMCV)**
- to access production, the logon command is **LOGON APPLID (P1UAIMPX)**

Be sure to type the commands exactly as written above, with spaces and parentheses. The logon commands are not case sensitive (they may be typed in either upper case or lower case letters.)

**Keyboard seems inoperative** - First check to see if Press RESET is displayed in the Status line. If so, press the CTRL key on the left side of your keyboard. If Press RESET is not displayed in the Status line, press the **Tab** key because the cursor may be in a protected field. If none of these things work, press **Pause** or **Break**. At the blank screen, type **/for signon, then re-access the system.**

**Lost or forgotten the runtime password for your CQ software** - You must re-install the CQ software. Please be sure to select the correct modem type, COM port and edit the telephone number as needed after you have re-install the software.

**New Password is not Minimum Length** - Passwords must be minimum of 6 characters.

**New Passwords Matches Previous Passwords and Is Rejected** - You can not pick a password that you have used any of the last times that you selected a password.

**Password Expired** - Passwords expire every 30 days. Enter your User ID, your old password in the Password field, and a new password in the New Password field. The New Password must be 6-8 characters in length and cannot be the same password used any of the previous 6 times that the user changed the password. You will also get this message if you have typed your User ID and a temporary password assigned by the FRB and hit **Enter** without specifying a new password. This is your prompt to select a new password.

**Password Not Matched** - You have entered a password that does not match what you had previously selected as your password. Retype the correct password in the password field and hit **Enter**.

Press RESET - To clear this message from this status line, press the CTRL key on the left side of your keyboard.

**SIGN COMMAND REQUIRED (Time out) or IDLE PASSWORD REVERIFICATION**

**Required** - You have been timed out and you need to sign back on. Press the **Pause** or **Break** key to clear the screen and type **/for signon**.

**Status Line shows DIS, PRB, IDL or DSR NOT ON** (upper right hand corner during dialing, lower right hand corner after connection established) - You have either experiences a problem with your connection attempt of lost your connection. Disconnect and return to the CQ Main Menu by pressing the ESC key twice. On the CQ Main Menu, you may choose option 4 to re-establish connection to host, or option 6 to disconnect and exit the CQ software.

**TERMINAL IN RESPONSE MODE - PRESS PA1 OR PA2** - You may see this message after you signon with your user ID and password, after exiting following a lengthy display of the "Wait for Reply" status. To get out of response mode, press the **Alt** and the **F1** keys together. You will be returned to an ASAP screen, either the screen on which you received the "Wait for Reply" message or the screen that you were attempting to navigate to. However, you must log off and then log on again. To do so, hot **Pause** or **Break** to get to a blank screen, type **/rcl** and press **Enter**. This will return you to the FRAS screen. You may log back on from this point.

*Please note:* if you were attempting to post a transaction when the Wait for Reply/Response Mode occurred, please inquire on the transaction. **DO NOT ASSUME** that the transaction posted or did not post.

If this procedure does not get you out of Response Mode, or if you are repeatedly; finding yourself in Response Mode. Please contact your servicing RFC. Be prepared to provide your CQ software's node name (this is printed on the encryption device; it is also displayed as the first eight characters in the lower left hand corner of your screen when you are connected using the CQ software), what screen you were on and what action you were attempting to process when the problem occurred.

**Wait for Reply** - This message usually briefly appears when the system is processing an action that you have entered. If this message appears for more than a minute or two, you may be experiencing a problem. If this message appears for several minutes, you are probably in response mode. Disconnect and return to the CQ main menu pressing the ESC key twice. On the CQ Main Menu, you may choose option 4 to re-establish connection to host, or option 6 to disconnect and exit the CQ software.