

CHAPTER 10:

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, 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 payment requests against your agency's ASAP accounts. You have the option of viewing payment status information on a single payment or all of the payment requests against your agency's ASAP accounts posted within a specified date range.

Authorization Transaction Inquiry (#4) allows you to view all authorization transactions for your ASAP Account(s) processed 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 date range.

Account Profile Inquiry (#5) allows you to view the profile of any of your agency's ASAP Accounts. 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 Program 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.

Voice Response Account Number Inquiry (#15) Allows an Agency to determine which recipients use VRS and the VRS account number associated with the agency-established ASAP Account ID.

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.

PAYMENT REQUEST STATUS INQUIRY

All users have access to payment request status information related to their own accounts.

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 the amounts requested at the remittance code level. Remittance codes can only be created by Payment Requestors as part of a Template Payment Request. Federal Agencies may view remittance codes if an inquiry is made on a payment request that contains them.

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 (ACH or FEDWIRE).
- **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. On 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. The status “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 made.
 - Terminal ID** - the PC connection 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”.

GUIDE TO EXAMPLES

In this section, you will learn how to use the ASAP system to make Payment Request Status Inquiries. All users should walk through all the examples in this section.

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

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

Example 3 shows how to inquire on payment requests that are subject to Agency Review - by specifying the Recipient Organization, one Account ID, and date range.

Example 4 shows how to inquire on payment requests with accounts that have been established with the Control Account feature - by specifying the Recipient Organization, one Account ID, and date range.

EXAMPLE ONE

This example shows you how to make a Payment Request Status Inquiry by specifying only the Recipient Organization ID and a date range.

- One Recipient Organization

- Date Range

STEP 1: ACTION

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

SP010A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP010AO	MAIN MENU	HH:MM:SS
08/02/2000 T		
<p><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</p>		
<p>ASAP ID _____ ORGANIZATION ACCESS CODE</p>		
<p>ENTER SELECTION NUMBER: 2 PRESS ENTER</p>		
<p>F2=EXIT</p>		

STEP 1: RESULT

From the Inquiry Menu, select menu option 1 for the Payment Request Status Inquiry screen.

SP100A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP100AO	INQUIRY MENU	HH:MM:SS
08/02/2000 T		
<p>< 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</p>		
<p>ENTER SELECTION NUMBER: 1 PRESS ENTER</p>		
<p>F2=EXIT F5=MAIN</p>		

STEP 2: 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.

```

SP105A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP105AO          PAYMENT REQUEST STATUS INQUIRY PROMPT              HH:MM:SS
08/02/2000 T
ENTER:

REQUESTOR ID:                SHORT NAME:
RECIPIENT ID: 0101111        SHORT NAME:
AGENCY LOCATION CODE/REGION: 11000001/___    SHORT NAME: US MONEY1

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 2: 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 and then by Recipient ID.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS SUMMARY INQUIRY              HH:MM:SS
08/02/2000 T

REQUESTOR ID:                SHORT NAME:
RECIPIENT ID: 0101111        SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/___    SHORT NAME: US MONEY1
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 3: ACTION

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

SP110A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP110AO		PAYMENT REQUEST STATUS SUMMARY INQUIRY				HH:MM:SS	
08/02/2000 T							
REQUESTOR ID:				SHORT NAME:			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1			
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 3: RESULT

The following screen appears with an account-by-account breakout of the information for the selected payment transaction.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				HH:MM:SS	
08/02/2000 T							
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1			
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 4: 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				HH:MM:SS
08/02/2000 T						
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1		
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 4: RESULT

The following screen appears with the detailed information for the selected transaction.
 NOTE: In the test region, the ACH cycle date, cycle, batch number and trace number fields may be blank. These fields are shown on the screen below strictly for example. If there are remittance codes associated with this account, F6=RMIT will be available; if the account is a control account, F9=DTL will be available.

SP111A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00
SP111AO		PAYMENT REQUEST DETAIL TRANSACTION INQUIRY				HH:MM:SS
08/02/2000 T						
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1		
RECIPIENT ID: 0101111				SHORT NAME: GRAY U		
REQUESTOR ID: 0101234				SHORT NAME: GRAY U		
ACCOUNT ID: F1R10001				ACTUAL SETTLEMENT DATE: 08/03/00		
REQUEST DATE: 08/02/2000				REQUESTOR REF NUM: 012345678910123		
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: 075000022						
DFI ABA NUMBER: 075000022				BANK ACCOUNT NUMBER: 50900087422		
DFI SHORT NAME: RANKIN 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: E1XXX0#						
F3=PRMT F4=MENU F5=MAIN				F11=LIST		

STEP 5: 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	HH:MM:SS
08/02/2000 T		
AGENCY LOCATION CODE/REGION: 11000001/	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10001	ACTUAL SETTLEMENT DATE: 08/03/00	
REQUEST DATE: 08/02/2000	REQUESTOR REF NUM: 012345678910123	
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: 075000022		
DFI ABA NUMBER: 075000022	BANK ACCOUNT NUMBER: 50900087422	
DFI SHORT NAME: RANKIN 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: E1XXX0#		
F3=PRMT F4=MENU F5=MAIN		F11=LIST

STEP 5: RESULT

The prompt screen appears.

SP105A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP105AO	PAYMENT REQUEST STATUS INQUIRY PROMPT	HH:MM:SS
08/02/2000 T		
ENTER:		
REQUESTOR ID:	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001/___	SHORT NAME: US MONEY1	
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                HH:MM:SS
08/02/2000 T

ENTER:

REQUESTOR ID:          SHORT NAME:
RECIPIENT ID: 0101111  SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/___  SHORT NAME: US MONEY1

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                HH:MM:SS
08/02/2000 T
REQUESTOR ID:          SHORT NAME:
RECIPIENT ID: 0101111  SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/   SHORT NAME: US MONEY1
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				HH:MM:SS	
08/02/2000 T							
REQUESTOR ID:				SHORT NAME:			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1			
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. Note: As demonstrated in Example 1, Step 3, the Payment Request Detail Transaction Inquiry screen can be accessed by typing the letter S in the S field.

SP112A		AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00	
SP112AO		PAYMENT REQUEST STATUS INQUIRY LIST				HH:MM:SS	
08/02/2000 T							
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1			
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	

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
ENTER:

REQUESTOR ID:                SHORT NAME:
RECIPIENT ID: 0101111        SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/ ___                SHORT NAME: US MONEY1
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
REQUESTOR ID:                SHORT NAME:
RECIPIENT ID: 0101111        SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/ ___                SHORT NAME: US MONEY1
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  $7,500,000.00  004  A

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

STEP 2: ACTION

Enter S to select the item and press Enter.

SP110A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00		
SP110AO	PAYMENT REQUEST STATUS SUMMARY INQUIRY				16:34:33		
08/02/2000							
REQUESTOR ID:				SHORT NAME:			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
AGENCY LOCATION CODE/REGION: 11000001 /				SHORT NAME: US MONEY1			
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
S	11000001/	0101111	08/02/2000	08/03/2000	\$7,500,000.00	004	A
F3=PRMT F4=MENU F5=MAIN				F9=ALC F10=RO F11=ACCT			

STEP 2: RESULT

The list screen is displayed and shows you the payment request for the account specified on the prompt.

SP112A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS				08/02/00		
SP112AO	PAYMENT REQUEST STATUS INQUIRY LIST				HH:MM:SS		
08/02/2000 T							
AGENCY LOCATION CODE/REGION: 11000001/				SHORT NAME: US MONEY1			
RECIPIENT ID: 0101111				SHORT NAME: GRAY U			
REQUEST DATE: 08/02/2000				SETTLEMENT DATE: 08/03/2000			
TOTAL AMOUNT: \$7,500,000.00				TOTAL ITEMS: 004			
S	ALC/REGION	RO ID	ACCOUNT ID	AMT REQUESTED	CURR AVAIL BAL	STA	
-	11000001/	0101111	F1R10004	\$3,000,000.00	\$83,000.00	A	
F3=PRMT F4=MENU F5=MAIN				F11=SUMM			

STEP 3: ACTION

Type S in the select field and press Enter to view detail on this payment request.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP112AO          PAYMENT REQUEST STATUS INQUIRY LIST              HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/                          SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                           SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000                                         SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $7,500,000.00                                     TOTAL ITEMS: 004

  S   ALC/REGION RO ID      ACCOUNT ID    AMT REQUESTED    CURR AVAIL BAL    STA
  S   11000001/  0101111    F1R10004        $3,000,000.00    $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
AGENCY LOCATION CODE/REGION: 11000001 /                          SHORT NAME: US MONEY1
REQUESTOR ID: 0101234                                           SHORT NAME: GRAY U
RECIPIENT ID: 0101111                                           SHORT NAME: GRAY U
ACCOUNT ID: F1R10004                                           ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000                                         REQUESTOR REF NUM: 1234
REQUEST TIME: 15:52:493                                         REQUEST AMT:          $3,000,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000          ACH CYCLE:          ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 031000011          BANK ACCOUNT NUMBER: 243120469
DFI SHORT NAME:
FURTHER CREDIT ABA:          FURTHER CREDIT SHORT NAME:

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

REQUEST STATUS: AWAITING FPA APPROVAL
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
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
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: 1234
REQUEST TIME: 15:52:493                             REQUEST AMT:      $3,000,000.00
FUNDS IMAD:
ACH CYCLE DATE: 08/02/2000                          ACH CYCLE:      ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 031000011                          BANK ACCOUNT NUMBER: 243120469
DFI SHORT NAME:
FURTHER CREDIT ABA:                                FURTHER CREDIT SHORT NAME:

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

REQUEST STATUS: AWAITING FPA APPROVAL
USER ID OF REQUEST INITIATOR: E1XXX#

F3=PRMT F4=MENU F5=MAIN                            F8=PGDN      F11=LIST
    
```

STEP 4: RESULT

The following screen appears with the detailed information for a payment subject to agency review.

```

SP111B      AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP111BO     PAYMENT REQUEST DETAIL AGENCY REVIEW ACTIONS      16:29:53
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
REQUESTOR ID: 0101234                              SHORT NAME:  GRAY U
RECIPIENT ID: 0101111                              SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10004

DATE/TIME SENT FOR REVIEW:  08/02/2000 15:52:493
DATE/TIME OF AGENCY ACTION:
AGENCY ACTION:                                USER ID OF AGENCY REVIEWER:

AMOUNT REQUESTED:      $3,000,000.00  REQUESTED SETTLEMENT DATE: 08/03/2000
AMOUNT APPROVED:      ACTUAL SETTLEMENT DATE:

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		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY1	
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:		
AGENCY ACTION:	USER ID OF AGENCY REVIEWER:	
AMOUNT REQUESTED: \$3,000,000.00	REQUESTED SETTLEMENT DATE: 08/20/2000	
AMOUNT APPROVED:	ACTUAL SETTLEMENT DATE:	
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		
ENTER:		
REQUESTOR ID:	SHORT NAME:	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
AGENCY LOCATION CODE/REGION: 11000001/ __	SHORT NAME: US MONEY1	
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

ENTER:

REQUESTOR ID:                SHORT NAME:
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001/  __          SHORT NAME:  US MONEY1

ACCOUNT ID: F1R10010
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

REQUESTOR ID:                SHORT NAME:
RECIPIENT ID:  0101111          SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
ACCOUNT ID:      F1R10010          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  $13,500.00  002  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 transaction in the list and press Enter.

```

SP110A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO        PAYMENT REQUEST STATUS SUMMARY INQUIRY              16:34:33
08/02/2000
REQUESTOR ID:          SHORT NAME:
RECIPIENT ID: 0101111  SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY1
ACCOUNT ID: F1R10010      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    $13,500.00     002    A

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

STEP 2: RESULT

The following screen appears with information for the selected account.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO        PAYMENT REQUEST STATUS INQUIRY LIST              16:34:33
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111  SHORT NAME: GRAY U
REQUEST DATE: 08/02/2000      SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT: $13,500.00      TOTAL ITEMS: 2

S  ALC/REGION    RO ID    ACCOUNT ID    AMOUNT REQUESTED    CURR AVAIL BAL    STA
-  11000001/     0101111  F1R10010      $12,500.00          $478,500.00      A

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

STEP 3: ACTION

Type S in the select field next to the first transaction and press Enter.

```

SP112A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP110AO          PAYMENT REQUEST STATUS INQUIRY LIST                  16:34:33
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
REQUEST DATE: 08/02/2000          SETTLEMENT DATE: 08/03/2000
TOTAL AMOUNT:      $13,500.00          TOTAL ITEMS:  2

S  ALC/REGION    RO ID    ACCOUNT ID          AMOUNT REQUESTED  CURR AVAIL BAL    STA
S   11000001/    0101111  F1R10010          $12,500.00        $478,500.00      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
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
REQUESTOR ID: 0101234          SHORT NAME:  GRAY U
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID:    F1R10010          ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000          REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 15:52:493          REQUEST AMT:      $12,500.00
FUNDS IMAD:
ACH CYCLE DATE:          ACH CYCLE:          ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 031000011    BANK ACCOUNT NUMBER: 243120469
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 RE QUEST INITIATOR: E1XXX#

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

STEP 4: ACTION

Press F9=DTL to view the account details from which requests were made.

```

SP111A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP111AO          PAYMENT REQUEST DETAIL TRANSACTION INQUIRY          16:29:53
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
REQUESTOR ID: 0101234          SHORT NAME:  GRAY U
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10010          ACTUAL SETTLEMENT DATE: 08/03/2000
REQUEST DATE: 08/02/2000      REQUESTOR REF NUM: 012345678910123
REQUEST TIME: 15:52:493      REQUEST AMT:          $12,500.00
FUNDS IMAD:
ACH CYCLE DATE:          ACH CYCLE:          ACH BATCH NUMBER:
ACH TRACE NUMBER:
DFI ABA NUMBER: 031000011      BANK ACCOUNT NUMBER: 243120469
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 following screen appears with the information about the amount requested from each account detail.

```

SP114A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP114AO          PAYMENT REQUEST ACCOUNT DETAILS          16:29:53
08/02/2000
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME:  US MONEY1
REQUESTOR ID: 0101234          SHORT NAME:  GRAY U
RECIPIENT ID: 0101111          SHORT NAME:  GRAY U
ACCOUNT ID:  F1R10010          SETTLEMENT DATE: 08/03/2000

ACCOUNT DETAIL ID          AMOUNT REQUESTED
DETAIL 1          $8,000.00
DETAIL 2          $3,500.00
DETAIL 3          $1,000.00
TOTAL AMOUNT REQUESTED          $12,500.00

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

STEP 5: ACTION

Press F4=MENU to return to the Inquiry Menu.

SP114A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/02/00
SP114AO	PAYMENT REQUEST ACCOUNT DETAILS	16:29:53
08/02/2000		
AGENCY LOCATION CODE/REGION: 11000001 /	SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111	SHORT NAME: GRAY U	
REQUESTOR ID: 0101234	SHORT NAME: GRAY U	
ACCOUNT ID: F1R10010	SETTLEMENT DATE: 08/03/2000	
ACCOUNT DETAIL ID	AMOUNT REQUESTED	
DETAIL 1	\$8,000.00	
DETAIL 2	\$3,500.00	
DETAIL 3	\$1,000.00	
TOTAL AMOUNT REQUESTED	\$12,500.00	
F3=PRMT F4=MENU F5=MAIN	F9=DTL	F11=LIST

STEP 5: RESULT

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

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 10.2**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 requesting an up-to-the-minute account balance (by leaving the as of date field blank) or an “as of” account balance (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. Note that this excludes authorizations which are uncertified or warehoused at the time of the inquiry.

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

- The sum of any **funds returned** to ASAP via the Recipient Organization’s 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.

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

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

EXAMPLE ONE

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

- One Recipient Organization

- 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 fields blank.

```

SP115A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP115AO          ACCOUNT BALANCE INQUIRY PROMPT                      HH:MM:SS
08/02/2000 T

      REQUESTOR ID:                               SHORT NAME:

      ENTER:

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

      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                            HH:MM:SS
08/02/2000 T

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

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

      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
      F1R10007            $500,000.00      -$2,000.00          $498,000.00
      F1R10008            $500,000.00                        $500,000.00
      F1R10009            $500,000.00      -$3,000.00          $497,000.00

      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		HH:MM:SS
08/02/2000 T			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
STATUS:			
AS OF:			
ACCOUNT ID	CUMULATIVE AUTHORIZATIONS	CUMULATIVE DRAWS/RP/BE	CURRENT AVAIL BAL
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
F1R10007	\$500,000.00	-\$2,000.00	\$498,000.00
F1R10008	\$500,000.00		\$500,000.00
F1R10009	\$500,000.00	-\$3,000.00	\$497,000.00
F3=PRMT F4=MENU F5=MAIN F8=PGDN F9=ALC F10=RO			

STEP 2: RESULT

The prompt screen is displayed.

SP115A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS		08/02/00
SP115AO	ACCOUNT BALANCE INQUIRY PROMPT		HH:MM:SS
08/02/2000 T			
REQUESTOR ID:			SHORT NAME:
ENTER:			
AGENCY LOCATION CODE/REGION: 11000001/___			SHORT NAME: US MONEY1
RECIPIENT ID: 0101111			SHORT NAME: GRAY U
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 MONEY1
RECIPIENT ID:  0101111
STATUS:                            SHORT NAME:  GRAY U
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 MONEY1	
RECIPIENT ID: 0101111			
STATUS:		SHORT NAME: GRAY U	
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		
<ul style="list-style-type: none"> < 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 10.3

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 current date, authorization is applied (balance is updated) on the date certified. For payment requests, this 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 ID** - associated with Control Accounts. 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 on 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.

There is only one example in this section, and all users should complete the steps in this example.

EXAMPLE

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

- One Account ID
- 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. Fill in the prompt screen as shown below and press Enter.

```

SP125A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP125AO        ACCOUNT STATEMENT INQUIRY PROMPT                    HH:MM:SS
08/02/2000 T

ENTER:

ACCOUNT ID: F1R10002

ACCOUNT DETAIL ID: _____

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

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 SCREEN                    HH:MM:SS
08/02/2000 T
AGENCY LOCATION CODE/REGION: 11000001/ SHORT NAME: US MONEY1
RECIPIENT ID: 0101111 SHORT NAME: GRAY U
ACCOUNT ID: F1R10002 FROM: 08/02/2000 TO: 08/02/2000
ACCOUNT DETAIL ID:

BEGINNING DATE: 08/02/2000 BEGINNING BALANCE: $0.00
APPL. DATE EFF. DATE TYPE INCREASES DECREASES
08/02/2000 08/02/2000 AU $500,000.00
08/02/2000 08/02/2000 PY $5,000.00
08/02/2000 08/02/2000 PY $100,000.00
08/02/2000 08/02/2000 PY $25,000.00
08/02/2000 08/02/2000 PY $1,000.00
08/02/2000 08/02/2000 PY $1,000.00
08/02/2000 08/02/2000 PY $1,000.00
08/02/2000 08/02/2000 PY $10,000.00
08/02/2000 08/02/2000 BE $50,000.00

ENDING DATE: 08/02/2000 ENDING BALANCE: $427,000.00

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 SCREEN		HH:MM:SS
08/02/2000 T			
AGENCY LOCATION CODE/REGION: 11000001/		SHORT NAME: US MONEY1	
RECIPIENT ID: 0101111		SHORT NAME: GRAY U	
ACCOUNT ID: F1R10002		FROM: 08/02/2000 TO: 08/02/2000	
ACCOUNT DET ALL ID:			
BEGINNING DATE: 08/02/2000		BEGINNING BALANCE: \$0.00	
APPL. DATE	EFF. DATE	TYPE	INCREASES DECREASES
08/02/2000	08/02/2000	AU	\$500,000.00
08/02/2000	08/02/2000	PY	\$5,000.00
08/02/2000	08/02/2000	PY	\$100,000.00
08/02/2000	08/02/2000	PY	\$25,000.00
08/02/2000	08/02/2000	PY	\$1,000.00
08/02/2000	08/02/2000	PY	\$1,000.00
08/02/2000	08/02/2000	PY	\$1,000.00
08/02/2000	08/02/2000	PY	\$10,000.00
08/02/2000	08/02/2000	BE	\$50,000.00
ENDING DATE: 08/02/2000		ENDING BALANCE: \$427,000.00	
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		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 10.4

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 date certified. 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 upon posting: "A" for applied, "U" for uncertified, "W" for warehoused and "R" for rejected.

I/D - Indicates whether the authorization amount is 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
- 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

ENTER:

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

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

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

AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:  US MONEY1
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
AGENCY LOCATION CODE/REGION:  11000001 /          SHORT NAME:  US MONEY1
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			
AGENCY LOCATION CODE/REGION: 11000001 /		SHORT NAME: US MONEY1	
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"> < 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 10.5

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, 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 NU                                MBER: 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: FIR10001                               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: FIR10001                               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 2: ACTION

Press the F8=REV function key to inquire on Agency Review and/or Maximum Draw Amounts 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

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 2: RESULT

The Account Profile - Maximum Draw Parameters screen appears with the Agency Review and Maximum Draw Amounts that are associated with this account. If PF7=PREV is pressed, the inquirer returns to the previous Account Profile Inquiry screen.

```

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: 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		
<p>AGENCY LOCATION CODE/REGION: 11000001 / SHORT NAME: US MONEY1 RECIPIENT ID: 0101111 SHORT NAME: GRAY U ACCOUNT ID: F1R10002</p>		
<p>LEVEL AT WHICH REVIEW CRITERIA ARE SET: ACCOUNT ID THRESHOLD: \$5,000.00 CRITERIA ENTERED/LAST MODIFIED BY: E1XXX0#</p>		
<p>MAXIMUM DRAW AMOUNTS:</p>		
DAILY:	\$7,500.00	MONTHLY: \$10,000.00
QUARTERLY:	\$25,000.00	TOTAL: \$100,000.00
<p>DRAW AMOUNTS ENTERED/LAST MODIFIED BY: E1XXX0#</p>		
<p>F4=MENU F5=MAIN F7=PREV</p>		

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		
<p>< 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</p>		
<p>ENTER SELECTION NUMBER: ___ PRESS ENTER</p>		
<p>F2=EXIT</p>		

SECTION 10.6

FEDERAL PROGRAM AGENCY INQUIRY

This feature allows you to view your 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 character Region Code, if applicable. To view the profile for your 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 Program 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 Program Agency is active, and “N” indicates that the Federal Program Agency is inactive.
- **Pseudo ABA** - the destination to which the Federal Agency's Bulkdata reports will be delivered (i.e., 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 “F” for fax, “B” for Bulkdata or “P” for Paper. If “F” for fax is selected, a primary and secondary fax number should be listed.
- **Mainframe Indicator** - indicates whether the Federal Agency has a mainframe connection to the ASAP system.

- **Allow Global Accounts (Y/N)** - indicates whether the Federal Agency has authority to establish global 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 Program Agency profile inquiry feature.

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

EXAMPLE

Use the Federal Program Agency Inquiry feature to view your profile.

- One Agency Location Code

STEP 1: ACTION

After selecting menu option 6 from the Inquiry Menu, you will see the Federal Program Agency Inquiry screen. Your ALC is already displayed in the Agency Location Code/Region field, so just press Enter to complete the inquiry.

SP305A	AUTOMATED STANDARD APPLICATION FOR PAYMENTS	08/04/00
SP305AO	FEDERAL PROGRAM AGENCY INQUIRY	14:41:42
08/04/2000		
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		
AGENCY LOCATION CODE/REGION: 11000001 / ___		
FULL NAME: DEPARTMENT OF THE MONEY		SHORT NAME: US MONEY1
ADDRESS LINE 1: 101 14TH STREET		PSEUDO ABA: 750100001
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

AGENCY LOCATION CODE/REGION: 11000001 / __
FULL NAME: DEPARTMENT OF THE MONEY                                SHORT NAME: US MONEY1
ADDRESS LINE 1: 101 14TH STREET                                  PSEUDO ABA: 750100001
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

< 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 10.7

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 Recipient only 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

Use the Payment Requestor Inquiry feature to view the profile for a Payment Requestor organization.

- One Requestor ID

STEP 1: ACTION

After selecting menu option 7 from the Inquiry Menu, you will see the Payment Requestor Inquiry screen. Fill in the Requestor ID 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

REQUESTOR ID: 0101234  ORGANIZATION TYPE:
FULL NAME:                               SHORT NAME:
ADDRESS LINE 1:                               TIN:
ADDRESS LINE 2:                               DUNS:
ADDRESS LINE 3:                               RECIPIENT ORG (Y/N):
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. If multiple bank relationships exist for this Payment Requestor, F8=PGDN will be made available to inquire on those relationships.

```

SP310A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP310AO          PAYMENT REQUESTOR INQUIRY                          17:01:01
08/02/2000

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): N
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. COMPTROLLER
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
    
```

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	HH:MM:SS
08/02/2000 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): N	
CITY: ALBANY	STATE: NY	ZIP CODE: 12345 - VRS
IND (Y,N,B): N		
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: JOHN DOE	CONTACT PHONE: (617) 123-4567	
	CONTACT EXTENSION:	
CERTIFYING OFFICIAL: JANE SMITH		
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT		
CERTIFYING OFFICIAL PHONE: (617) 123-4566	EXTENSION:	
RO ACTIVE FLAG: Y		
	F4=MENU	F5=MAIN
I0009	INQUIRY SUCCESSFUL.	

STEP 2: RESULT

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

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 10.8

RECIPIENT ORGANIZATION INQUIRY

This feature allows you to view profile(s) for any Recipient Organization 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 only 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”, or able 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 EXAMPLES

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

There is one example in this section, and all users should complete the steps of this example.

EXAMPLE

Use the Recipient Organization Inquiry feature to view the profile of 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	HH:MM:SS
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: - VRS IND
(Y,N,B):		
COUNTRY:		
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	HH:MM:SS
08/02/2000 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): N	
CITY: ALBANY	STATE: NY	ZIP CODE: 12345 - VRS
IND (Y,N,B): N		
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: JOHN DOE	CONTACT PHONE: (617) 123-8746	
	CONTACT EXTENSION:	
CERTIFYING OFFICIAL: JANE SMITH		
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT		
CERTIFYING OFFICIAL PHONE: (617) 123-4566	EXTENSION:	
RO ACTIVE FLAG: Y		
	F4=MENU	F5=MAIN
I0009 INQUIRY SUCCESSFUL.		

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	HH:MM:SS
08/02/2000 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): N	
CITY: ALBANY	STATE: NY	ZIP CODE: 12345 - VRS
IND (Y,N,B): N		
COUNTRY:		
E-MAIL ADDRESS:		
CONTACT NAME: JOHN DOE	CONTACT PHONE: (617) 123-4567	
	CONTACT EXTENSION:	
CERTIFYING OFFICIAL: JANE SMITH		
CERTIFYING OFFICIAL TITLE: MANAGER, FUND AND EXP ACCT		
CERTIFYING OFFICIAL PHONE: (617) 123-4566	EXTENSION:	
RO ACTIVE FLAG: Y		
	F4=MENU	F5=MAIN
I0009	INQUIRY SUCCESSFUL.	

STEP 2: RESULT

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

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 10.9**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 involved, 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 originated 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.

There is one example in this section that describes how to inquire on all Book Entry adjustments for a given date range. All users should complete the steps shown in this example.

EXAMPLE

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

- 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          08/02/00
SP170AO        BOOK ENTRY ADJUSTMENT INQUIRY PROMPT                HH:MM:SS
08/02/2000 T

      REQUESTOR ID:                               SHORT NAME:

ADJUSTMENT REFERENCE NUMBER:

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

RECIPIENT ID:   0101111                               SHORT NAME:
ADJUSTMENT DATES FROM: 08/02/2000   TO: 08/02/2000

                                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          08/02/00
SP175AO        BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY                HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234                               SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/              SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:
RECIPIENT ID: 0101111                               SHORT NAME: GRAY U
                                ADJUSTMENT DATES FROM 08/02/2000 TO 08/02/2000
                                NBR          ADJUSTMENT
                                ITM          TOTAL
S      DATE      TIME      REF NUM      ITM          TOTAL
_      08/02/2000 10:37:36          02          $50,000.00

                                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          08/02/00
SP175A0          BOOK ENTRY ADJUSTMENT SUMMARY INQUIRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID:
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME:
ADJUSTMENT REFERENCE NUMBER:                    SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                                SHORT NAME: GRAY U
                                           ADJUSTMENT DATES FROM 08/02/2000 TO 08/02/2000
                                           NBR          ADJUSTMENT
S          DATE          TIME          REF NUM          ITM          TOTAL
S 08/02/2000 10:37:36                    02                    $50,000.00

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          08/02/00
SP180A0          BOOK ENTRY ADJUSTMENT DETAIL INQUIRY              HH:MM:SS
08/02/2000 T
REQUESTOR ID: 0101234                                SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/          SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:                    ADJSTMNT INITIATOR: ABCDE01
                                           ADJSTMNT TOTAL:          $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT

ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 00003
RECIPIENT
  ID          ACCOUNT ID          DECREASE AVAIL          INCREASE AVAIL          ITM
  ID          ACCOUNT ID          BAL. BY AMOUNT          BAL. BY AMOUNT          #
0101111          F1R10001          $50,000.00
01
0101111          F1R10002          $50,000.00          02

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

STEP 3: ACTION

Press F4 to return to the Inquiry Menu.

```

SP180A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP180AO          BOOK ENTRY ADJUSTMENT DETAIL INQUIRY                HH:MM:SS
08/02/2000 T
REQUESTOR ID:   0101234          SHORT NAME: GRAY U
AGENCY LOCATION CODE/REGION: 11000001/___          SHORT NAME: US MONEY1
ADJUSTMENT REFERENCE NUMBER:          ADJSTMNT INITIATOR:
ABCDE01
                                ADJSTMNT TOTAL:          $50,000.00
ADJUSTMENT REASON: DREW FROM WRONG ACCOUNT

ASAP SEQUENCE NUMBER: 08/02/2000 E1QP120V 000003
  RECIPIENT                                DECREASE AVAIL          INCREASE AVAIL
ITM
  ID          ACCOUNT ID          BAL. BY AMOUNT          BAL. BY AMOUNT
#
0101111      F1R10001          50,000.00
01
0101111      F1R10002                                $50,000.00          02

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

STEP 3: 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 10.10

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

Select menu option 14 from the Inquiry Menu, and you will see the Super User Inquiry screen.

```

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 1: RESULT

The Super User Inquiry screen appears.

```

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

SUPER USER ID: 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 2: ACTION

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 2: 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 3: 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		
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 3: RESULT

The Main Menu is displayed.

SP010A	UTOMATED STANDARD APPLICATION FOR PAYMENTS	08/03/00
SP010AO	MAIN MENU	10:42:46
08/03/2000 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		

SECTION 10.11**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	Martin Luther King, Jr. Day
Presidents’ Day	Memorial Day
Fourth of July	Labor Day
Columbus Day	Veterans Day
Thanksgiving 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><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</p>		
<p>ASAP ID _____ ORGANIZATION ACCESS CODE</p>		
<p>ENTER SELECTION NUMBER: 2 PRESS ENTER</p>		
<p>F2=EXIT</p>		

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><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</p>		
<p>ENTER SELECTION NUMBER: __ PRESS ENTER</p>		
<p>F2=EXIT F5=MAIN</p>		

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:0101111                      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.
    
```