

CHAPTER 7:

REVIEWING REQUESTS HELD FOR AGENCY REVIEW

PURPOSE

In this chapter, you will learn how to review payment requests that have exceeded the Agency Review threshold(s) you have set.

REVIEW

You create or build an account in ASAP by adding a profile for that account. After the account profile has been entered and posted, you may choose to set a threshold to specify that requests at or above a certain dollar amount for selected accounts be forwarded for Agency Review. The ASAP system will notify you when items are awaiting review.

AGENCY REVIEW - SCREEN FIELDS TO NOTE

The following fields appear on one or more of the screens in the Agency Review function:

ALL - by entering a Y in the All field on the Review Payment Requests Prompt, you will bring up a list of all payment requests related to your Agency Location Code and Region, if applicable, which are awaiting review.

REQUEST DATE FROM and **TO** - by entering a date range in the Request Date field on the Review Payment Requests Prompt, you will bring up a list of all Payment Requests entered during the specified period of time that are awaiting review.

SEL - the Select field (abbreviated "SEL") on the Review Payment Requests List screen allows the user to enter an S to select a payment request to view more detail, an A to approve a payment request, or an R to reject a payment request.

DAYS ON REVIEW - indicates the number of days the payment request has been awaiting agency review.

DEL METH - the Delivery Method field (abbreviated "DEL METH") on the Review Payment Requests List screen indicates the type of delivery (A for ACH or F for Fedwire) requested for the payment.

REQ SETTLE DATE - the Request Settlement Date field (abbreviated "REQ SETTLE DATE") on the Review Payment Requests List screen indicates the date of delivery requested for the payment.

STATUS - displays the status of the payment request. The status is always Pending when the Review Payment Requests List screen is first displayed. After the Agency has taken action on the item, the status will be updated to Approved, Rejected or Multiple if individual items within the request have been approved or rejected. Once the Agency has taken action on an item and its status is no longer Pending, the item will not appear on subsequent displays of the Review Payment Requests List screen.

ACTION FIELD VALUES TO NOTE

P=POST - posts all payment requests that the user has marked with an A to Approve or an R to Reject in the Select column.

A=APPROVE ALL - after user has paged through all pages of the list or of the detail, this action will approve all items on the list or in the detail. This action must only be done once, regardless of the number of pages in the list or detail. You may not use this action if you have indicated an R to Reject in the Select field for items on the list or in the detail.

R=REFRESH - all data that you have entered on the screen is erased.

E=ESCAPE - indicates that you wish to leave the screen without posting any data. You may cancel payment review session at any point before using the Post or Certify All actions by entering "E" for escape.

GUIDE TO THE EXAMPLES

In this chapter you will learn how to:

- Approve and Reject Selected Payment Requests
- Approve and Reject Items within a Payment Request
- Approve All Payment Requests

GETTING STARTED

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

STEP 1: ACTION

From the ASAP Main Menu, type 3 for the Federal Agency Functions Menu option and press Enter.

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

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

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

F2=EXIT
```

STEP 1: RESULT

The Federal Agency Functions Menu appears.

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

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

                ENTER SELECTION NUMBER:
                PRESS ENTER

F2=EXIT          F5=MAIN
```

STEP 2: ACTION

On the Federal Agency Functions Menu, select option 4 for the Review Payment Requests Prompt screen and press Enter.

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

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

                                ENTER SELECTION NUMBER: 4
                                PRESS ENTER

                F2=EXIT          F5=MAIN
```

STEP 2: RESULT

The Review Payment Requests Prompt screen appears.

```
SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                    HH:MM:SS
08/02/2000 T

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

                ENTER EITHER:

ALL:  _  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

                OR

REQUEST DATE FROM:  _ / _ / ____          TO:  _ / _ / ____ (MM/DD/CCYY)

                F4=MENU  F5=MAIN
```

EXAMPLE ONE

Using the Review Payment Request Feature we will approve one pending payment request and reject one payment request.

STEP 1: ACTION

On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.

```

SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                      HH:MM:SS
08/02/2000 T

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

ENTER EITHER:

ALL: Y (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

OR

REQUEST DATE FROM:  __ / __ / ____          TO:  __ / __ / ____ (MM/DD/CCYY)

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

The Review Payment Requests List screen appears.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                      HH:MM:SS
08/02/2000 T          PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/__          SHORT NAME: US MONEY1
ALL: Y          REQUEST DATE FROM:          TO

SELECT: <S> SELECT DETAIL <A> APPROVE <R> REJECT
      DAYS ON REQUESTED DEL REQ SETTLE
SEL RO ID SHORT NAME REVIEW          AMOUNT          METH          DATE          STATUS

_ 0101111 GRAY U          1          $4,000,000.00          A          08/02/2000 PENDING
_ 0101111 GRAY U          0          $2,000,000.00          F          08/02/2000 PENDING
_ 0101111 GRAY U          0          $1,800,000.00          A          08/03/2000 PENDING
_ 0101111 GRAY U          0          $2,500,000.00          A          08/04/2000 PENDING
_ 0101111 GRAY U          0          $3,500,000.00          A          08/04/2000 PENDING

ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 2: ACTION

Type an A to approve in the SEL (Select) column for the first item on the list, and an R to reject in the SEL column for the second item on the list. Tab to the Action field and enter a P to Post. Press Enter.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                         PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1
ALL: Y REQUEST DATE FROM: TO

```

SEL	RO	ID	SHORT NAME	REVIEW	AMOUNT	METH	DATE	STATUS
A	0101111	GRAY U		1	\$4,000,000.00	A	08/02/2000	PENDING
R	0101111	GRAY U		0	\$2,000,000.00	F	08/02/2000	PENDING
_	0101111	GRAY U		0	\$1,800,000.00	A	08/03/2000	PENDING
_	0101111	GRAY U		0	\$2,500,000.00	A	08/04/2000	PENDING
_	0101111	GRAY U		0	\$3,500,000.00	A	08/04/2000	PENDING

ACTION: P (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)

STEP 2: RESULT

You have successfully approved one payment request and rejected another. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                         PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___ SHORT NAME: US MONEY1
ALL: Y REQUEST DATE FROM: TO

```

SEL	RO	ID	SHORT NAME	REVIEW	AMOUNT	METH	DATE	STATUS
	0101111	GRAY U		1	\$4,000,000.00	A	08/02/2000	APPROVED
	0101111	GRAY U		0	\$2,000,000.00	F	08/02/2000	REJECTED
_	0101111	GRAY U		0	\$1,800,000.00	A	08/03/2000	PENDING
_	0101111	GRAY U		0	\$2,500,000.00	A	08/04/2000	PENDING
_	0101111	GRAY U		0	\$3,500,000.00	A	08/04/2000	PENDING

ACTION: (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS

STEP 3: ACTION

Press F3=PRMT to return to the Review Payment Requests Prompt

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___          SHORT NAME: US MONEY1
ALL: Y          REQUEST DATE FROM:                TO

      SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
              DAYS ON      REQUESTED      DEL  REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH  DATE  STATUS

      0101111 GRAY U      1          $4,000,000.00    A    08/02/2000 APPROVED
      0101111 GRAY U      0          $2,000,000.00    F    08/02/2000 REJECTED
      _ 0101111 GRAY U      0          $1,800,000.00    A    08/03/2000 PENDING
      _ 0101111 GRAY U      0          $2,500,000.00    A    08/04/2000 PENDING
      _ 0101111 GRAY U      0          $3,500,000.00    A    08/04/2000 PENDING

ACTION:  (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
         F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 3: RESULT

The Review Payment Requests Prompt screen appears.

```

SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                      HH:MM:SS
08/02/2000 T

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

      ENTER EITHER:

ALL:  _  (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

      OR

REQUEST DATE FROM:  __ / __ / ____          TO:  __ / __ / ____ (MM/DD/CCYY)

         F4=MENU  F5=MAIN
    
```

EXAMPLE TWO

Using the Review Payment Request Feature we will view the items within a payment request and approve the amount requested for two accounts and reject the amount requested for one account. All the amounts requested for a single payment request must be approved or rejected at the same time.

STEP 1: ACTION

On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.

```

SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                  HH:MM:SS
08/02/2000 T

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

ENTER EITHER:

ALL: Y (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

OR

REQUEST DATE FROM:  __ / __ / ____    TO:  __ / __ / ____ (MM/DD/CCYY)

F4=MENU  F5=MAIN
    
```

STEP 1: RESULT

The Review Payment Requests List screen appears. Notice that the two payment requests reviewed in Example 1 are no longer displayed because their status is not “pending”.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS      08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                    HH:MM:SS
08/02/2000 T          PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___    SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:          TO

SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
      DAYS ON    REQUESTED    DEL  REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW    AMOUNT    METH    DATE    STATUS
_ 0101111 GRAY U      0      $1,800,000.00  A    08/03/2000 PENDING
_ 0101111 GRAY U      0      $2,500,000.00  A    08/04/2000 PENDING
_ 0101111 GRAY U      0      $3,500,000.00  A    08/04/2000 PENDING

ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 2: ACTION

Type an S in the SEL (Select) column to select the first item on the list. Press Enter.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/___      SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                TO

  SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
        DAYS ON      REQUESTED      DEL   REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH   DATE     STATUS

S 0101111 GRAY U      0          $1,800,000.00    A   08/03/2000 PENDING
_ 0101111 GRAY U      0          $2,500,000.00    A   08/04/2000 PENDING
_ 0101111 GRAY U      0          $3,500,000.00    A   08/04/2000 PENDING

ACTION:  (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 2: RESULT

The Review Payment Requests Detail screen appears, showing you the items contained in the selected payment request.

```

SP092A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO          REVIEW PAYMENT REQUESTS DETAIL                      HH:MM:SS
08/02/2000 T                                          PG  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001 /        SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE: 08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
TOTAL AMOUNT REQUESTED:          $1,800,000.00
SELECT: <A> TO APPROVE  <R> REJECT

S  RO ID  ACCOUNT ID / DETAIL          AMOUNT REQUESTED  AVAILABLE BALANCE STA

_ 0101111 F1R10001          600,000.00        50,000,000.00    P
_ 0101111 F1R10003          600,000.00        50,000,000.00    P
_ 0101111 F1R10004          600,000.00       106,500,000.00    P

ACTION:  _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 3: ACTION

Type an A to approve in the S (Select) column next to the first and third items in the request, and an R to reject in the S column next to the second item in the request. Tab to the Action field and enter a P to Post. Press Enter.

```

SP092A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO        REVIEW PAYMENT REQUESTS DETAIL                        HH:MM:SS
08/02/2000 T                                     PG  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE: 08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
TOTAL AMOUNT REQUESTED:          $1, 800, 000.00
SELECT: <A> TO APPROVE <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL          AMOUNT REQUESTED  AVAILABLE BALANCE STA
a 0101111 F1R10001                    600,000.00        50,000,000.00    P
r 0101111 F1R10003                    600,000.00        50,000,000.00    P
a 0101111 F1R10004                    600,000.00       106,500,000.00    P

ACTION: p (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 3: RESULT

You have successfully approved the amount requested for two accounts and rejected the amount requested for another. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS

```

SP092A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO        REVIEW PAYMENT REQUESTS DETAIL                        HH:MM:SS
08/02/2000 T                                     PG  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 /      SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE: 08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
TOTAL AMOUNT REQUESTED:          $1, 800, 000.00
SELECT: <A> TO APPROVE <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL          AMOUNT REQUESTED  AVAILABLE BALANCE STA
A 0101111 F1R10001                    600,000.00        50,000,000.00    A
R 0101111 F1R10003                    600,000.00        50,000,000.00    R
A 0101111 F1R10004                    600,000.00       106,500,000.00    A

ACTION: (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
        F3=PRMT F4=MENU F5=MAIN                                F11=LIST
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 4: ACTION

Press F11=LIST to return to the Review Payment Requests List screen.

```

SP092A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP092AO          REVIEW PAYMENT REQUESTS DETAIL                      HH:MM:SS
08/02/2000 T                                         PG  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001 /          SHORT NAME: US MONEY1
REQUESTED SETTLEMENT DATE: 08/03/2000
ASAP SEQUENCE NUMBER: 2000-08-02 E1QM240V 000003
TOTAL AMOUNT REQUESTED:          $1, 800, 000.00
SELECT: <A> TO APPROVE  <R> REJECT
S  RO ID  ACCOUNT ID / DETAIL                AMOUNT REQUESTED  AVAILABLE BALANCE STA
A 0101111 F1R10001                600,000.00        50,000,000.00  A
R 0101111 F1R10003                600,000.00        50,000,000.00  R
A 0101111 F1R10004                600,000.00        106,500,000.00  A

ACTION: (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
        F3=PRMT F4=MENU F5=MAIN                                F11=LIST
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 4: RESULT

The Review Payment Requests List screen appears. Notice that the status of the payment request is multiple to indicate that the amounts requested from some accounts have been approved and some rejected.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                      HH:MM:SS
08/02/2000 T                                         PG  1 OF  1
AGENCY LOCATION CODE/REGION: 11000001/___        SHORT NAME: US MONEY1
ALL: Y  REQUEST DATE FROM:          TO
SELECT: <S> SELECT DETAIL  <A> APPROVE  <R> REJECT
        DAYS ON      REQUESTED  DEL  REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW      AMOUNT      METH  DATE      STATUS
_ 0101111 GRAY U      0          $1,800,000.00  A    08/03/2000 MULTIPLE
_ 0101111 GRAY U      0          $2,500,000.00  A    08/04/2000 PENDING
_ 0101111 GRAY U      0          $3,500,000.00  A    08/04/2000 PENDING

ACTION: (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
        F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 5: ACTION

Press F3=PRMT to return to the Review Payment Requests Prompt

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/___          SHORT NAME: US MONEY1
ALL: Y          REQUEST DATE FROM:                TO

      SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
              DAYS ON      REQUESTED      DEL  REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH    DATE    STATUS

      0101111 GRAY U      0          $1,800,000.00      A    08/03/2000 MULTIPLE
_ 0101111 GRAY U      0          $2,500,000.00      A    08/04/2000 PENDING
_ 0101111 GRAY U      0          $3,500,000.00      A    08/04/2000 PENDING

ACTION: (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
        F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 5: RESULT

The Review Payment Requests Prompt screen appears.

```

SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                      HH:MM:SS
08/02/2000 T

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

      ENTER EITHER:

ALL: _ (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

      OR

REQUEST DATE FROM: ___ / ___ / ____          TO: ___ / ___ / ____ (MM/DD/CCYY)

                        F4=MENU  F5=MAIN
    
```

EXAMPLE THREE

Using the Review Payment Request Feature we will approve all the pending payment requests.

STEP 1: ACTION

On the Review Payment Requests Prompt screen, enter either Y for Yes (to view all payment requests awaiting review) or a date range (to only display payment requests awaiting review that were requested during the specified period. The example below shows Y for Yes entered in the All field.

```

SP090A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP009AO          REVIEW PAYMENT REQUESTS PROMPT                      HH:MM:SS
08/02/2000 T

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

ENTER EITHER:

ALL: Y (Y=YES - TO REVIEW ALL REQUESTS AWAITING REVIEW)

OR

REQUEST DATE FROM:  __ / __ / ____          TO:  __ / __ / ____ (MM/DD/CCYY)

F4=MENU F5=MAIN
    
```

STEP 1: RESULT

The Review Payment Requests List screen appears, showing only the requests that are in “pending” status.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                      HH:MM:SS
08/02/2000 T          PG 1 OF 1
AGENCY LOCATION CODE/REGION: 11000001/____          SHORT NAME: US MONEY1
ALL: Y          REQUEST DATE FROM:          TO

SELECT: <S> SELECT DETAIL <A> APPROVE <R> REJECT
DAYS ON REQUESTED DEL REQ SETTLE
SEL RO ID SHORT NAME REVIEW AMOUNT METH DATE STATUS

_ 0101111 GRAY U 0 $2,500,000.00 A 08/04/2000 PENDING
_ 0101111 GRAY U 0 $3,500,000.00 A 08/04/2000 PENDING

ACTION: _ (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 2: ACTION

Tab to the Action field and enter an A to Approve All. Press Enter.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG  1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                TO

      SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
            DAYS ON    REQUESTED    DEL   REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH    DATE    STATUS

_ 0101111 GRAY U      0           $2,500,000.00    A    08/04/2000 PENDING
_ 0101111 GRAY U      0           $3,500,000.00    A    08/04/2000 PENDING

ACTION: a (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
    
```

STEP 2: RESULT

You have successfully approved all the remaining payment requests. The status column shows the actions you have taken. Notice the message at the bottom of the screen - I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG  1  OF  1
AGENCY LOCATION CODE/REGION:  11000001/___      SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                TO

      SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
            DAYS ON    REQUESTED    DEL   REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH    DATE    STATUS

_ 0101111 GRAY U      0           $2,500,000.00    A    08/04/2000 APPROVED
_ 0101111 GRAY U      0           $3,500,000.00    A    08/04/2000 APPROVED

ACTION:      (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
            F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 3: ACTION

Press F5=MAIN to return to the Main Menu.

```

SP091A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/00
SP091AO          REVIEW PAYMENT REQUESTS LIST                        HH:MM:SS
08/02/2000 T                                          PG  1  OF  1
AGENCY LOCATION CODE/REGION: 11000001/___      SHORT NAME: US MONEY1
ALL: Y    REQUEST DATE FROM:                TO

      SELECT: <S>  SELECT DETAIL  <A>  APPROVE  <R>  REJECT
            DAYS ON    REQUESTED    DEL    REQ SETTLE
SEL RO ID  SHORT NAME  REVIEW          AMOUNT          METH    DATE    STATUS
_ 0101111 GRAY U      0           $2,500,000.00    A    08/04/2000 APPROVED
_ 0101111 GRAY U      0           $3,500,000.00    A    08/04/2000 APPROVED

ACTION:  (P=POST, E=ESCAPE, R=REFRESH, A=APPROVE ALL)
          F3=PRMT F4=MENU F5=MAIN
I0120 PAYMENT UNDER REVIEW UPDATE REQUEST POSTED - SEE STATUS FOR RESULTS
    
```

STEP 3: RESULT

The Main Menu appears

```

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

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

          ASAP ID          ENTER SELECTION NUMBER:
ORGANIZATION ACCESS CODE          PRESS ENTER

F2=EXIT
    
```