

# **APPENDIX 1:**

  

# **SCREEN/REPORT FIELD DESCRIPTIONS**

**Field Title**

**Description**

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The ASAP Guide for Inquiry Users  
JUNE 2001

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<b>Field Title</b>	<b>Description</b>
Accepted Authorization Amount	Shows the total dollar amount of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Accepted CNT	Shows the number of increase and decrease authorization transactions submitted in the batch, which were accepted and are awaiting certification.
Account Description	This required free form entry field with a 30-character alphanumeric maximum describes the account.
Account Detail ID	A 30 character field that may be used to further define the use of funds in a Control Account. This field may not contain leading spaces. Each Control Account may have up to 300 account details.
Account ID	The level at which Federal Agency controls the flow of funds. This control may be at program level, below program level, or above program level. This up-to-20-character alphanumeric account identifier is assigned by the Federal Agency.
Account Status Indicator	This 1-character alpha field indicates if the account is open (O), suspended (S), or closed (C). This field defaults to O if left blank.
Action	This required 1-character alpha field, is used to designate the desired activity. The available actions are displayed, and the available actions vary for the different functions with ASAP. In this field, the user has the option to: Add (A), Change (C), Delete (D), Inquiry (I), Post (P), Validate (V), Refresh (R), Jump (J), Escape (E), Cancel (C) or Certify All (A).
Adjustment Reason	An optional description of the adjustment entered by the user of up-to-3 lines of 50 characters each, used to identify the reason for a Book Entry Adjustment.
Adjustment Reference Number	An optional identifier from 1 to 15 characters which may be assigned to a Book Entry Adjustment.
Agency Location Code	This required 8-digit numeric field is the Agency Location Code of the federal Agency.

<b>Field Title</b>	<b>Description</b>
Agency Reference Number	This optional free form 15-character alphanumeric field may be entered at either the Authorization Entry Prompt or Authorization Entry screen. The Agency Reference Number may be entered to annotate each page of authorization transactions as they are entered in to ASAP.
All	May be used on the Certify On-Line Authorization Prompt to indicate that the user would like to view all authorizations entered on-line that are awaiting certification.
Allow Book Entry Adjustment Indicator	May be used by the Federal Agency to indicate whether the account may have Book Entry Adjustments made against it.
Amount Requested	The amount of funds requested from each Account ID displayed. This required field may not exceed \$999,999,999.99 for Fedwire payments, \$99,999,999.99 for ACH payments.
ASAP 1031 Indicator	Used by the Federal Agency to specify whether payment requests against the account may be initiated by 1031 wire messages by an authorized financial institution.
ASAP ID	A 7 to 10 position number to identify an organization in ASAP. For Federal Agencies, this is the 8-digit ALC or the 10-digit ALC/Region. For Payment Requestors, this is the 7-digit Requestor ID. For Recipient Organizations, this is the 7-digit Recipient ID. The ASAP ID is required at initial sign-on at the ASAP Main Menu.
ASAP Sequence Number	A system-generated sequence number assigned to payment requests and book entry adjustments
Authorization Amount	The dollar amount of the authorization for each desired account. This amount is not to exceed \$99,999,999.99.
Authorization Date From and To	Entered on the Certify On-Line Authorization Prompt to specify that the user would like to view authorizations entered on-line during the specified period of time.

Field Title	Description
Authorization Sequence Number	This system-generated field is a unique identifier, assigned by ASAP to each page of authorization transactions upon posting. It identifies the date of entry, the terminal of entry, the session number, and the time of posting.
Available Balance	This system-generated field contains the Available Balance, which is the net of all activity against the account. It includes the cumulative authorized amount, plus returned payments, plus book entry credits, minus approved payment requests, minus book entry debits.
Begin Date	May be used by the Federal Agency to indicate on the Account Profile the date on which the grant period starts.
Budget Period End Date	Allows the Federal Agencies to record at their discretion the date up to which expenses related to this program may be incurred by the Recipient. This field is for information only; the date specified here has no effect on whether or not payment requests against an account in ASAP are approved by the system.
Cash on Hand	This optional field allows the user to indicate the amount of Federal Agency funds that the Requestor had in its bank account. This amount is not to exceed \$999,999,999.99.
Certified Authorization Amount	Total dollar amount of increase and decrease authorization transactions that were certified and will update the available balances of the affected ASAP accounts.
Certified CNT	Number of increase and decrease authorizations that were certified.
CFDA Number	There is a 5-digit Catalog of Federal Domestic Assistance (CFDA) number for many Federal grant programs. There is a table of valid CFDA numbers stored in the ASAP system, and the CFDA number may be part of the account profile created by the Federal Agency.
CMIA Indicator	May be used by the Federal Agency to specify on the Account Profile whether the ASAP Account <b>(Y)</b> is or <b>(N)</b> is not covered by the Cash Management Improvement Act (CMIA).

<b>Field Title</b>	<b>Description</b>
Control Account Indicator	May be used by the Federal Agency to specify whether Account Details will be added to an account. If this indicator is set at Y, the ASAP 1031 indicator may not be used at Y. Defaults to N is not specified.
Create Date	These fields indicated the date on which the account was created by the Federal Agency.
Cumulative Authorized Amount	This is the net of all authorization activity for this account. It equals increase authorization, minus decrease authorizations. This field is system generated.
Days on Review	This field on the Review Payment Request List indicates the number of days the payment request has been awaiting.
Decrease Available Balance By Amount	The amount of money moved out of an ASAP Account by a Book Entry Adjustment transaction.
Delivery Method	The Delivery Method field (abbreviated "DEL METH") on the Review Payment Request List screen indicated the type of delivery (A for ACH or F for Fedwire) requested for the payment.
DUNS	A DUNS number is a universal identifier assigned by DUNN and Bradstreet to uniquely identify organizations involved with electronic commerce.
Effective Date	This field contains the date that the authorization will be effective. This field is in the standard date format (MM/DD/CCYY). The Effective Date may be the current date, and previous date, or a date up to 1 year and 1 day in the future.
End Date	May be used by the Federal Agency to indicate in the Account Profile the date on which the grant period ends. When an End Date is entered on an Account Profile, the End Date must be greater than or equal to the current system cycle date. If a End Date is indicated on an Account Profile, the Account Status automatically changes to Suspended on the day following the End Date, and no payments requests may be made against that account after the End Date. However, the system allows payment requests to be made up to and including the End Date for settlement on the End Date or on a future date.
<b>Field Title</b>	<b>Description</b>

File ID	The File ID consists of the FILE NUMBER and CYCLE DATE. Users may specify a File ID in order to view a specific batch file of authorizations that is awaiting certification, rather than specifying a File Transmission Date range on the Certify Batch Authorization Prompt screen.
File Transmission Date From and To	By entering a date range in the File Transmission Date From and To fields on the Certify Batch Authorization Prompt, you will bring up a list of batch authorizations transmitted to ASAP during the time period specified that are awaiting certification.
Frequency	May be used by the Federal Agency to set the time frame s for a maximum draw amount. The time frames can be set at daily, monthly, quarterly, and/or total frequencies.
Group ID	This optional field entered on the Account Profile by the federal Agency contains the group identifier that links two or more accounts.
I/D	This required 1-character alpha field indicates whether the authorization amount is an increase (I), or a decrease (D) to the available balance. Available balances cannot be decreased below zero.
Increase Available Balance By Amount	The amount of money moved into an ASAP account.
ITM#	This system-generated field contains the item number assigned by ASAP to each transaction upon posting that distinguishes each transaction within a sequence number. Item numbers are assigned to authorization, payment and book entry adjustment transactions.
Mainframe Indicator	If a pseudo ABA appears on a Federal Agency profile, this field indicated whether that pseudo ABA represents a mainframe connection or a PC with Fedline software. Y for Yes means that the pseudo ABA is for a mainframe, N for No means that the pseudo ABA is for a Fedline device.

<b>Field Title</b>	<b>Description</b>
New Password	This field allows the user to change their password. At the first sign on the user is required to change their password. Thereafter, the user can use this field to change their password whenever they desire.
Organization Access Code (OAC)	The OAC is a password for organizations assigned by ASAP. It is used in conjunction with the ASAP ID when signing on at the ASAP main menu.
Password	The password is unique to each individual user. It must be entered in conjunction with an individual's USER ID when signing on to the system.
Payment Warehouse Indicator	On the Federal Agency profile, this field indicates whether the Agency as a whole allows payment warehousing against its accounts. On the Account Profile, this field indicates whether warehoused payment requests may be made against that particular account. In either case, Y for Yes means that warehousing is allowed, N for No means warehousing is not allowed.
Pseudo ABA	An ABA Numbers is a 9-digit number that the FRB uses to identify financial institutions. In order for the Federal Reserve Bank (FRB) to route reports to ASAP users' Fedline terminal or mainframe connections, the FRB assigns pseudo ABAs to make the users "look like" a financial institution to the FRB.
Recipient ID	This required 7-digit numeric field identifies the Recipient Organization. Recipient Ids are generated by ASAP when the Recipient Organization profile is created by the RFC.
Region	This optional 2-digit alphanumeric field may be used in conjunction with the ALC as a designator for the Region of the Federal Agency.
Report Delivery Method	On the Federal Agency profile, there are three fields for Report Delivery Method. These fields indicated how Payment-related reports, Authorization-related reports and Account-related reports are to be delivered to the Agency. Report Delivery Method are, F for Fax or B for Bulkdata.
<b>Field Title</b>	<b>Description</b>

Req Settle Date	On the Review Payment Requests List screen, this field indicates the date of delivery requested for the payment.
Requestor ID	This required 7-digit numeric field identifies the Payment Requestor. Requestor IDs are generated by ASAP when the Payment Requestor profile is created by the RFC.
Requestor Reference Number	This optional 15-character alphanumeric field allows the user to identify the payment request. A single Requestor Reference Number may be assigned to summary payment requests; separate Requestor Reference Numbers may be assigned to individual payment requests.
Runtime Password	This is the password associated with CQ software. It is set to a user-selected password when the software is installed. The user is then prompted for this password after entering the #dial command at the C:\ prompt to begin dialing in through CQ.
Select	A number of ASAP screens contain a Select field (sometimes abbreviated SEL or S). On inquiry screens, the user enters S in the Select field to navigate to view detail on a particular item.
Settlement Date	This required field contains the date when the actual transfer of funds from ASAP to the Requestor's bank occurs. If you are requesting an ACH payment (summary or individual), the settlement date must be either the next business day or a business day up to 32 calendar days from the current cycle date. If you are requesting a Fedwire payment (individual or summary payments) the settlement date must be equal to the current cycle date. The data entered in this field must be in MM/DD/CCYY format.
STA	A number of ASAP screens contain a Status field. For authorization-related screens, valid statuses are U for Uncertified, A for Approved, R for Rejected, D for Deleted, and W for Warehoused. For payment transaction-related screens, valid statuses are A for Approved, W for Warehoused, R for Rejected, C for Canceled, or H for Held.

<b>Field Title</b>	<b>Description</b>
Template Name	This required maximum 10-character alphanumeric field contains the name of the Payment Requestor's template to be added, changed, deleted, or used to make a Template Payment Request.
Threshold	May be used by the Federal agency to set the amount at or above which payments requests will be forwarded for Agency Review.
TIN	A taxpayer identification Number (TIN) is a 9-digit number used for tax reporting.
Total Amount Requested	For summary payments, the user must specify the total amount requested (positive draws less negative draws).
Total Estimated Grant Amount	May be used by the Federal Agency to indicates on the Account Profile the estimated total grant ward.
Type of Payment	In this required 1-character alpha field, you will enter "I" for individual payment(s), or "S" for summary payment. Individual payments may be delivered via either ACH or Fedwire; summary payments many be delivered via ACH or Fedwire.
USERID	The USERID is a required field and is unique to the individual user.