DOJ User Training

Automated Standard Application for Payments
### Who we are:
- U.S. Department of the Treasury
- Bureau of Fiscal Service
- KC Financial Center
- Diversified Payment Services

Automated Standard Application for Payments | ASAP.gov

Treasury’s pull-payment system for federal agencies to quickly pay recipient organizations

### What we do:
- Assist federal agencies to authorize and manage electronic payments
- Help recipient organizations request and quickly receive payments
The Automated Standard Application for Payments allows organizations receiving federal funds to draw monies securely from pre-authorized accounts established by the agency issuing the payment.

**Fiscal Year 2019 | 476,980 Payments | $594 Billion Dollars**
TRAINING SCENARIO: $1 MILLION GRANT

Agency Authorization
DOJ ALC 15040001

ASAP Account
Grant2020-1219201901

Recipient Drawdown
ACME Grantee
# RECIPIENT USERS AND ROLES

## ADDED BY FEDERAL AGENCY

<table>
<thead>
<tr>
<th>User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Point of Contact</td>
<td>Can self-designate all roles and create additional users</td>
</tr>
</tbody>
</table>

## ADDED BY RECIPIENT ORGANIZATION

<table>
<thead>
<tr>
<th>User Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Contact (POC)</td>
<td>Adds user or modifies their roles</td>
</tr>
<tr>
<td>Head of Organization (HOO)</td>
<td>Approves changes to user and their roles</td>
</tr>
<tr>
<td>Financial Official (FO)</td>
<td>Enters and maintains banking account information</td>
</tr>
<tr>
<td>Authorizing Official (AO)</td>
<td>Adds Payment Requestors and Inquirer Only users</td>
</tr>
<tr>
<td>Payment Requestor</td>
<td>Initiates payment requests</td>
</tr>
<tr>
<td>Inquirer Only</td>
<td>Can only run reports so no other role allowed</td>
</tr>
</tbody>
</table>
Steps for Recipient Organization Enrollment

1. The POC for the Recipient Organization will receive 2 emails:
   - **Email #1**: Provides the username
   - **Email #2**: Provides a temporary password and a link to create a new password

   **Note**: To ensure receipt of the emails below, contact your IT Help Desk to verify that the ‘fiscal.treasury.gov’ email domain is not being blocked by your organization.

   **1**
   **2**

   ![Email #1](example1.png)
   ![Email #2](example2.png)

   **Note**: Click on the provided link to logon to the ISIM system to change the password and select security questions for the account.
Steps for Recipient Organization Enrollment

2. ISIM System Login Screen

3. Upon successful password change and completion of security questions, login to ASAP.gov
Steps for Recipient Organization Enrollment

4. Accept ASAP.gov terms
5. Select notification link on the home screen
6. Select all unread notifications and click “Continue”
Steps for Recipient Organization Enrollment

Select the magnifying glass icon to view the Account Creation Notification.
1. Select the “Home” button
2. Select the notification link on the homepage
3. Select “Head of Organization (HOO)”
4. Select “Authorizing Official (AO)”
5. Select “Financial Official (FO)”
6. Click Continue
1. Select the “Home” button
2. Select the notification link
3. Review the users and roles
4. Approve if correct. Reject if incorrect.
5. Click Submit
1. Select the “Home” button
2. Select the notification link to enter banking data
3. Enter banking data for receiving payments
4. Print banking data confirmation page to see the date when these accounts become active
5. Validation requires 5 – 10 business days
1. Select the “Home” button
2. Select the notification link to enter “Recipient Organization Short Name”
3. Select the “Submit” button
1. Select the “Home” button
2. Select the notification link to add payment requestor(s)
3. Enter the email and mailing address for the payment requestor
4. Select the “Payment Requestor” role
5. Select “Continue”
6. Select “Submit”
Next Steps Once Recipient Enrollment is Complete

- Once the banking validation occurs, the federal agency creates the account and authorizes funding.
- Notification link will inform Recipient Organization when funds are authorized.
- NOTE: Anytime DOJ processes an authorization increase or authorization decrease transaction, the Recipient Organization will see a notification link.

**Notification Profile**

<table>
<thead>
<tr>
<th>Federal Agency 15040001\</th>
<th>has certified an authorization to the following account:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recipient ID</td>
<td>Account ID</td>
</tr>
<tr>
<td>**----------</td>
<td>---------</td>
</tr>
<tr>
<td>**--------</td>
<td>---------</td>
</tr>
<tr>
<td>Increase/Decrease</td>
<td>Authorization Amount</td>
</tr>
<tr>
<td>INCREASE</td>
<td>$325,000.00</td>
</tr>
</tbody>
</table>

You may use the Authorization Transaction Inquiry in the Inquiry menu to inquire on the authorization.
PAYMENT USE CASE

How Do Recipients Draw Down Funds?

A. Recipient initiates payment request
B. Agency reviews payment request:
   – This is an optional step (required for DOJ high risk recipients only)
   – Pending until approved or rejected
C. Payment settlement:
   – Same day
   – Next business day
   – Optional warehouse payment
   – Fedwire
1. Log into ASAP.gov
2. Mouse over the “Payment Requests” tab
3. Scroll down and select “Initiate Payment Requests (PR)”
4. Select a Bank Relationship or Payment Request Template:
   - Payments post to this Recipient account
   - After FY 2017, we only support templates within a single Agency or Region

5. Enter the “Payment Request Type”:
   - Summary payment requests one transfer of funds from multiple ASAP accounts
   - Individual payment requests separate transfer of funds per ASAP account

6. Enter the “Payment Method”
   - Select Fedwire for same day settlement
   - Select ACH for next business day settlement. If prefer same day settlement, enter the current date in step seven.
7. Enter “Requested Settlement Date”
   - Requested business date for payment

8. Enter “Requestor Reference Number”
   - Allows user to identify this request

9. Select “Continue”
10. Verify Your “Recipient ID”:
   - The Recipient Organization’s seven digit ASAP I.D

11. Verify the “ALC/Region”:
   - The Federal Agency(s) and Regions you’re requesting money from
   - DOJ is ALC 15040001

12. Enter “Account ID”:
   - A unique identifier for the Federal Agency’s ASAP accounts established during their enrollment
   - Recommend leaving this blank to obtain all your accounts

13. Select “Continue”
14. Enter Amount(s) Requested
15. Verify the Total Amount Requested
16. Select “Continue”
17. Review Payment Request

18. Select "Submit"
19. This screen provides the user a visual confirmation.

20. The Available Balance changes.

21. Select “Printer Friendly” to obtain a copy which can be printed and/or saved.
22. Mouse over the “Inquiries” tab
23. Select “Payment Request Status Inquiry”
24. Enter “ALC/Region” 
   DOJ ALC 15040001
25. Enter “Requestor ID (i.e. Recipient ID)”
26. Enter “Payment Request Date” (From & Through Dates)
27. Select “Format”
28. Select “Continue”
Retrieve Inquiry Results

29. Mouse over the “Inquiries” tab
30. Select “Retrieve Results”
31. Select the link in the “Inquiry Name” column to open, view, print, and/or save an inquiry
Payment Settles

Payment Requests:
- ACH Payments | 5 PM same day settlement 8 AM – 02:30 PM Eastern | M – Friday
- Fedwire Payments | Immediate same day settlement 8 AM – 05:45 PM Eastern | M – Friday
- ACH Payments | 8 AM next business day settlement 8 AM – 11:59 PM Eastern | M – Friday

Reports:
- End-of Day Reports via Batch 10 PM Eastern | M – Friday
- Online Reports 8 AM – 11:59 PM Eastern | M – Friday
Primary Contact
ASAP Help Desk
asaphelpdesk@fiscal.treasury.gov
855.868.0151 (option 2, option 3)
7:30 – 6:00 PM ET (weekdays)